



HONEYCOMB GROUP

Fundraising Policy

Policy owner:	Head of Business Development & Fundraising
Policy author:	Fundraising Manager
Team:	All
Approved by:	Fundraising Steering Group/Honeycomb Charitable Services Board of Trustees
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Purpose and Scope

This Policy outlines Honeycomb Groups (HG) approach to fundraising activities in respect of the subsidiary Charity, Honeycomb Charitable Services (HCS), in accordance with the Code of Fundraising Practice and related guidance and legislation.

The Policy applies to all HG Board Members, HCS Trustees, HG employees and volunteers, and any other person(s) responsible for, or taking part or involved in, fundraising activity 'on behalf of', or as part of, HCS.

The Policy covers all donations including cash, shares, legacies, pro bono work, sponsorship, corporate donations, gifts in kind, and any other forms of contributions gifted to HCS.

This Policy will be made available through the Group intranet. A hard copy will be made available at HCS's Registered Office.

HCS Trustees have overall responsibility for the implementation of this Policy.

Policy Statement

HCS's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves.

In doing so, the organisation will adhere to the following standards:

- Fundraising activities carried out by HCS will comply with all relevant laws, and guidance provided by the Fundraising Regulator and Charity Commission.
- Individuals will act at all times with fairness, honesty and integrity.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful, non-deceptive and in line with General Data Protection Regulation (GDPR).
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by HCS is confidential and is not for sale or to be given away or disclosed to any third party without prior consent.
- Consent will be obtained in line with the most up to date regulation for the storage of personal data and future contact.
- All future contact will include information on how to 'opt out' of future communications.
- Nobody directly or indirectly employed by or volunteering for HG shall accept commissions for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by door-to-door fundraising.
- We will not ask for direct debit donations in the street.
- We will always stop direct debits received from donors if a third party (e.g. family and friends) advise us that the donor is vulnerable in some way; if we are satisfied that they are authorised to act on their behalf.

- Fundraising activities will not be undertaken if they may be detrimental to the good name or community standing of HCS.
- We commit and abide to the most recent Code of Fundraising Practice. We will ensure our fundraising is under review, and benchmark ourselves against others across the charity sector.

Like many charities, HCS relies on its relationships with individuals, corporate and community partners for the support and donations they provide. These enable us to fulfil our vital role in fulfilling HCS's charitable mission.

We are incredibly grateful to organisations that support us in our work but we also take our ethical responsibilities extremely seriously. In line with the legislative requirements and recommendations, we will:

- Assess every major donor, individual, community and corporate partner and event before deciding to accept their support.
- Assess each opportunity on its own merits and make a decision based on what we believe is in the best interests of the charity and our beneficiaries.

As a result, there may be times where HCS may turn down some offers of support.

Professional Membership

To maintain the highest standards of fundraising, HCS will ensure that:

- identified fundraising staff have membership of, and access to, the Institute of Fundraising
- HCS (as the Charity) will have organisational membership of the Institute of Fundraising

This Policy should be read in conjunction with HCS's suite of Fundraising Procedures and the Fundraising Code of Practice.

Useful information & Glossary

'Institute of Fundraising' is the professional membership body for UK fundraising.

www.institute-of-fundraising.org.uk

‘Code of Fundraising Practice’ is the associated rulebook for street, door-to-door and private site fundraising and outlines the standards expected of all charitable fundraising organisations across the UK. The standards were developed by the fundraising community through the work of the Institute of Fundraising and Public Fundraising Association.

www.fundraisingregulator.org.uk/code

‘Fundraising Regulator’ is an independent, non-statutory body that regulates fundraising across the charitable sector in England, Wales and Northern Ireland.

www.fundraisingregulator.org.uk

The ‘Charity Commission’ regulates and registers charities in England and Wales. It produces guidance for trustees on how they should meet their legal duties and responsibilities. The Commission runs an online register of charities, which provides full information – including financial – about all registered charities.

www.gov.uk/government/organisations/charity-commission

‘Donations’ for the purposes of this Policy, includes both financial income and gifts in kind, either solicited or unsolicited.

‘Fundraising activity’ for the purposes of this Policy, means the planning, administration, publicity, organisation or carrying out of actions or events that aim to secure donations for HCS.

‘on behalf of’ fundraising activity is that which is carried out by volunteers who have authority from HCS or the Group to do so for the benefit of HCS. Through authorising voluntary fundraising activity, the organisation accepts a degree of responsibility and liability for the activity.