

DONATIONS & FUNDRAISING POLICY

DOCUMENT INFORMATION – FRONT SHEET

PURPLE: Trust Policy

This cannot be changed and will be put on the Trust website with link published on the School Website.

Please note - physically printed copies of this policy may be out of date. For the most up to date policy please go to the Trust website [here](#)

POLICY OWNER/AUTHOR	NEW POLICY	CURRENT POLICY - REDRAFT/AMENDMENTS	
Sian Griffiths	No	No – no changes	
VERSION HISTORY			
VERSION NO	2	PREVIOUS REVIEW DATE	31 st December, 2023
DATE APPROVED/REVIEWED	10 th October, 2022	APPROVED BY	Trust Board
REVIEW CYCLE	Biannually unless guidance changes	NEXT REVIEW	31 st December, 2025
UNION CONSULTATION REQUIRED	No	IF YES, PLEASE STATE DATE OF CONSULTATION	

*delete where applicable

STATEMENT OF INTENT

At LiFE fundraising is seen as a legitimate means of improving the Trust's ability to purchase goods, equipment or services, which can be used to achieve the aims of the Trust and its Schools, this may include financial support to Pupils and/or Families. Our fundraising approach is to act fairly, transparently and ethically, and in line with [The Code of Fundraising Practice](#).

Donating money, services, time or equipment, or actively raising funds is a positive way for the public to support the Trust. This policy should be adhered to by all those involved in soliciting and raising funds on behalf of the Trust.

Donation means a contribution that is voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver. Generally, donations are irrevocable, and, beyond a possible designation of use, the donor does not impose contractual requirements or subsequent reports as a condition of the donation. The term donation in this policy includes sponsorship and gifts.

Fundraising is the active process carried out by the Trust, including making grant application bids.

1. HOW THIS RELATES TO NATIONAL GUIDANCE AND STATUTORY REQUIREMENTS

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

General Data Protection Regulation (GDPR)
Data Protection Act 2018
Charities Act 2011
The Charity Governance Code
The Code of Fundraising Practice ESFA
Academies Handbook

1.2. This policy operates in conjunction with the following Trust policies:

Anti-Fraud, Bribery and Corruption Policy
Complaints Policy, 3rd Party Policy
Conflicts of Interest Policy
Charging and Remissions Policy
Information Security Policy

2. ROLES AND RESPONSIBILITIES

2.1. The Board of Trustees is responsible for

- Ensuring the correct procedures are in place and are followed for all fundraising activities.
- Confirming that all fundraising activities are approved before they commence.
- Ensuring that all funds raised are accounted for and audited.
- Ensuring money is spent in accordance with agreements made with donors and fundraisers and is validated properly. Where those monies are donated for a specific purpose the monies will be ring fenced and only used for the purpose for which they have been donated.
- Ensuring the Trust's fundraising activities are compliant with the fundraising approach it has set, the wider law and best practice.
- Deciding whether the Trust will accept, decline or repay donations.
- Acting with reasonable care and skill in the best interests of the Trust and managing the Trust's resources responsibly.

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2.2. The Chief Executive Officer (CEO) or his/her representative for Trust activities and Headteacher for School activities are responsible for approving all fundraising activities, regardless of the potential amount to be raised,

ensuring they are relevant to the aims of the Trust.

2.3. The Hub Manager who is responsible for monitoring all fundraising activities to ensure they comply with the

Trust's procedures, this policy and the Code of Fundraising Practice and reporting all fundraising approvals and

activity to the Trustees as part of the Budget Monitoring Report process.

2.4. Fundraisers are responsible for submitting requests for the approval of fundraising activities to the Chief Executive Officer (CEO) or his/her representative for Trust activities and Headteacher for School activities.

Not soliciting any funds until approval has been obtained from the Chief Executive Officer (CEO) or his/her representative for Trust activities and Headteacher for School activities. Disclosing any actual or apparent conflict

of interest when participating in fundraising activities. Acting with fairness, honesty, integrity and openness

when carrying out fundraising activities. Not accepting donations for purposes that are not consistent with the

Trust's objectives.

3. APPROVAL OF FUNDRAISING

3.1. Fundraising will be recognised if it is consistent with the Trust's aims.

3.2. All fundraising in the Trusts name that takes place both inside or outside the Trust must be approved in advance by the Chief Executive Officer (CEO) or his/her representative for Trust activities and Headteacher for School

activities, regardless of the potential amount to be raised. The Hub Manager will report all approvals to the

Trustees.

3.3. Where a member of Staff becomes aware that an external body is raising funds on behalf of the Trusts the Chief

Executive Officer (CEO) or his/her representative for Trust activities and Headteacher for School activities must

be notified so that the fundraising can be approved, and the Trust can accept the donation.

3.4. Submissions for the approval of fundraising will outline the reasons for why the funds are being raised; how the

funds will be raised, e.g. collections or raffles; the capital and revenue costs; a proposed source of funding (if it

is additional to that covered by the planned fundraising activities); if money is being raised for new equipment,

a timescale for within which the current equipment will be replaced; details of any risk assessments that will

need to be conducted and a timescale for completion.

3.5. Any member of Staff who wishes to initiate small-scale funding projects (less than £100) that are linked to curriculum objectives should submit a bid beforehand, to explain how any monies raised would be

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spent, through the relevant Hub Manager. These activities may fall outside the remit of this policy, but the Hub Manager must be informed to ensure the school's financial procedures are maintained.

4. DONORS' RIGHTS

- 4.1. Upon request, donors and prospective donors are entitled to receive a copy of this policy. If a copy of the Trust's most recent annual reports and financial statements is requested, these can be obtained free of charge from companies house online.
- 4.2. The Trust will take account of the needs of donors who may be vulnerable or need additional support to make an informed decision about a donation. The Trust will not take advantage of credulity, lack of knowledge or the apparent need for support or vulnerable circumstance of any donor.
- 4.3. Upon request, donors and prospective donors are entitled to know whether an individual soliciting funds on behalf of the Trust is a volunteer, employee or contractor working for a paid third-party organisation. Donors are also entitled to know whether the individual is receiving remuneration for fundraising.
- 4.4. If a donor requests to remain anonymous, their privacy will be respected.
- 4.5. Donors must be treated with respect – every effort will be made to honour their requests regarding the frequency of fundraising solicitations and the format these solicitations take.
- 4.6. Donors' personal data obtained for the purpose of fundraising solicitations will be processed, stored and accessed in accordance with the Trust's GDPR policies.
- 4.7. If donors or prospective donors request to opt-out of receiving promotional fundraising materials or from the processing of their personal data, the request will be honoured, and no further communication will take place.
- 4.8. If circumstances change, donors may request the repayment of part or all of their donation. It is for the Trust to decide whether a donation will be repaid (see section 6 of this policy).

5. SOLICITING FUNDS

- 5.1. Publicity and promotional activities will be truthful, provide an accurate description of the activities and intended use of donated funds, and respect the privacy of those who benefit from the activities.
 - 5.2. Donors and prospective donors will be provided with an option to opt-out or to withdraw consent for either receiving or being included in promotional materials.
 - 5.3. The Trust's fundraising materials will not be indecent, offensive or carry intent to cause distress or anxiety; will not contain copyrighted material, watermarks or other intellectual property without the owner's permission; will disclose the Trust/School's registered name and full contact information for the School and department involved; will not imply that funds are being raised for a specific purpose if this is not the case; will be clear on whether funds are being raised for the Trust or another purpose, and in what proportions; will be legal, honest and truthful and in compliance with the rules outlined in Committee of Advertising Practice Code and Broadcasting Committee of Advertising Practice (BCAP), as appropriate; will not be misleading, e.g. due to inaccuracy and will not cause offence.
- The Trust will not solicit funds from individuals who have clearly indicated that they do not wish to engage in the

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activities; if it has reasonable grounds for believing an individual is in vulnerable circumstances and is unable to make an informed decision to donate; from individuals who have chosen not to receive fundraising contact through the fundraising preference service; through electronic means without explicit consent to do so or via telephone

6. ACCEPTING, DECLINING OR REPAYING FUNDS

- 6.1. All donors should be requested to put the details of their gift in writing; the fact it has no conditions attached (where relevant), their estimation of the value of the gift if not in monetary form and when the Trust or school will receive the gift.
- 6.2. The ultimate decision for accepting, declining or repaying funds raised lies with the Trustees.
- 6.3. The Trustees will act in the best interests of the Trust when deciding to accept or refuse a donation.
- 6.4. If funds are raised or donated for purposes that are not consistent with the aims of the Trust or the School, the Trust/School will decline to accept them.
- 6.5. The Trust will take the appropriate due diligence steps to confirm the identify of donors and any source of funds, which include requesting two forms of ID from the donor and a letter confirming the source of funds.
- 6.6. For a donor proposing to donate a sum that exceeds £5,000, the Trust will take the following steps in advance of the donation being accepted establish whether there are any potential risks to the Trust's reputation; determine what payment arrangements are proposed and whether they raise concerns about the source of funds and record the terms of the donation in a formal agreement
- 6.7. Consideration will always be given as to whether any donation is involved with or linked to a suspicious transaction.
- 6.8. Donations will be accepted electronically or via cheque.
- 6.9. The Trust may decline a donation if it believes it:
 - Creates unacceptable conflicts of interest.
 - Exposes the Trust or the School to undue adverse publicity or reputational risk.
 - Causes other damage, including financial damage e.g. by deterring other donors
 - Involves concerns about the legality of the source of funds or the ability to identify the donor.
 - Involves a suspicious transaction, e.g. a fee is requested to release the donation.
- Will not contribute to the aims of the Trust or its School.
- Consists of goods, property or services which the Trust or its School cannot lawfully use.
- May require action that is potentially illegal.
- Is dependent on the fulfilment of unacceptable conditions applied by the donor, e.g.
 - conditions which would place the assets of the school in inappropriate risk.
 - Harms the Trust's relationship with other stakeholders.
 - Involves a request which would breach the LiFE MAT Procurement Policy

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6.10 Donations will not be accepted if the Trust suspects a prospective donor lacks capacity to make an informed decision about a donation. The Trust will return any donations by donors who the Trust believes lacked the capacity to make an informed decision at the time of donating.

6.11 If circumstances change and the donor requests the repayment of part or all of a donation, the ultimate decision lies with the Trust.

6.12 Donations, once accepted, should not normally be returned unless there is a legal obligation to return it, e.g. the conditions attached to the donation require the return of the donation in certain circumstances.

6.13 Donations will only be refunded in line with Trust policies or in exceptional circumstances. Where it is not lawful to return a donation, the Trust will take advice from legal advisers before doing so.

7. FUNDS RAISED

7.1. The Trust does not deal with cash, monies would therefore be transferred into the relevant bank account.

7.2. All funds raised will be counted by two different people, one of which will be the Hub Manager, to ensure accuracy.

7.3. Funds raised must be kept in the School safe until they are banked and should be banked at the earliest opportunity.

7.4. Fundraisers will not exploit their position for personal gain and must adhere to the Trust's Anti-Fraud, Bribery and Corruption Policy when taking part in fundraising activities.

7.5. All funds will be used for the purpose for which they were raised and within the timeframe that is agreed.

7.6. If a fundraising event is cancelled, donors will be informed and asked to agree to a change of use of funds or timescale, or to a repayment of funds.

8. FINANCIAL ACCOUNTABILITY

8.1. All donations will be used to support the objectives of the Trust and its Schools.

8.2. The Trust will seek to respect any non-binding wishes expressed by the donor as to the use of the donation, providing they are consistent with the Trust's objectives.

8.3. Donations will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.

8.4. Monetary gifts will be recorded at value in the Trust's accounting system .

8.5. Physical gifts in kind will be included in the Trust's accounting system in the accounting period in which they are receivable. The value placed on physical gifts in kind will be either a reasonable estimate of their gross value to the Trust or (less likely) the amount actually realised as in the case of second-hand goods donated for resale. The key valuation test for a gift in kind is "what would the Trust be prepared to pay to purchase the asset?" For example, if the Trust wants a mid-range PC and is given a high-spec PC, then the valuation of that gift should be based on that of a mid-range PC.

8.6. The Trust may also receive the gift of 'time' or 'expertise' in the form of a service, and in certain circumstances, this may also need to be recorded as a donation – usually when somebody carries out an activity specific to a trade or profession for free. In such an instance, the valuation of the gift must be reasonable in relation to the cost a school would be prepared to have the task carried out commercially. Excluded from this would be volunteers helping out with reading, or mowing the grass on school premises; also excluded would be those who assist the school as part of their normal job, like a police or fire officer giving talks to pupils.

8.7. All records relating to the valuation of a gift must be retained and reported to the Trustees and may be requested by the Trust's auditors.

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8.8. As a rule, discounts are not acceptable as "gifts" and should not be recorded as income. This is because under accounting standards, discounts are not accounted for as income but as a reduction in expenditure. As the Trust and school is required to obtain value for money, the offer of discounts should be taken into account in making purchasing decisions.

8.9. Full records of receipt of business contributions will be retained, as the auditors will require evidence of receipt.

8.10. The cost effectiveness of the Trust's fundraising activities will be reviewed regularly by the Trustees to ensure that the fund concerned is being correctly operated in accordance with the fund objectives and the financial statements produced by the Hub Managers are correct.

9. COMPLAINTS

9.1. Any concerns regarding the Trust's fundraising arrangements will be discussed initially with the Hub Manager.

9.2. When dealing with complaints, the Trust will ensure these are investigated thoroughly and objectively to establish the facts and responded to fairly, proportionately and appropriately.

9.3. The Trust has a clear Complaints Policy for 3rd Parties published on its website which also applies to any third-party fundraising on its behalf.

9.4. All complaints regarding the school's fundraising procedures will be dealt with in line with the Trust and School's Complaints Policy for 3rd Parties.

APPENDIX A

Fundraising is seen as a legitimate means of improving the Trust's ability to purchase goods, equipment or services, which can be used to achieve the aims of the Trust and its Schools and where those monies are donated for a specific purpose the monies will be ring fenced and only used for the purpose for which they have been donated and within the timeframe that is agreed, those purchases will be made in line with the Trust's purchasing procedures. Where those funds have been donated to provide financial support to Pupils and/or Families the following process must be followed, **each School will include the contact details for the person who is the point of contact** -

COMMITTEE

A committee of 3 members of staff will meet (this can be remotely or via electronic communication) to consider requests at least each half term but more often when there is a pressing need. The Committee can approve sums up to £10,000, any figure above that would require approval from the Chair of the Finance and Infrastructure.

ELIGIBILITY CRITERIA (those who can apply for financial support from the fund)

Applications can be made by or on behalf of any Pupil or their Family who are encountering hardship, this will include UK nationals as well as refugees e.g. The Parent/Carer of any Ukrainian Pupil who attends a LiFE Multi Academy Trust school, and any Ukrainian national who has been sponsored through the LiFE MAT 'Homes for Ukraine' scheme. The fund will provide support, including but not limited to the following – Uniform, Transport, Educational Resources, Educational Trips and language tuition this may only be required as a short term measure whilst funding is secured from other sources e.g. Local Authority.

APPLICATIONS PROCESS

Applications should be made to the Hub Manager via the School and submitted by the member of staff responsible in school and submitted to **ADD IN NAME OF THE HUB MANAGER AND EMAIL ADDRESS**. Applicants will be notified via email, whether their application has been successful, together with the amount of funding awarded. If you wish to appeal the outcome, please follow the Trust Complaints Procedure for 3rd Parties.

CLAIMS PROCEDURE

Once the funding has been approved the process will be -

- a. Reimbursements can be made directly to the individual, upon receipt of the completed 'Reimbursement Form' (Appendix 1) and relevant receipts.
- b. A purchase order can be completed (Appendix 2) and submitted to **ADD IN HUB MANAGERS EMAIL ADDRESS** who will arrange for the Finance Department to order the goods directly.



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APPENDIX 1 REIMBURSEMENT OF EXPENSES FORM

NAME

.....

EMAIL

ADDRESS:.....

DATE:.....

...

AMOUNT TO BE REIMBURSED):

(Please attach correct receipts to prevent any delays)

BANK ACCOUNT DETAILS:

Account Name;.....

Sort Code:.....

Account Name:.....

Return completed form and receipts to - **ADD IN HUB MANAGERS EMAIL ADDRESS**

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APPENDIX 2

PURCHASE ORDER

1. All purchase requisitions must be signed.
2. The funding must be confirmed by **ADD IN HUB MANAGERS NAME AND EMAIL ADDRESS**, before **any** orders can be placed.
3. Email this completed purchase order requisition form to **ADD IN HUB MANAGERS EMAIL ADDRESS**

Supplier Details (Business Name, Address, Email, Telephone

Quote / Booking Reference _____ (if applicable)

Quotes attached in accordance with Financial Procedures - Y/N OR N/A* for orders over £10,000.

*delete where
applicable

LEDGER CODE (FOR OFFICE USE)	ITEM CODE	ITEM DESCRIPTION	QUANTITY	£ PER ITEM (EXCL VAT)	TOTAL £
		Postage & Packing / Delivery			
		Total			
APPLICANTS SIGNATURE			DATE		
PURCHASE ORDER BY			DATE		POR NO.
HB MANAGER AUTH.			DATE		

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