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# Fundraising Policy

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COTTAGE AUTISM NETWORK  
CHY18103

## **Fundraising Policy**

This Fundraising Policy is in compliance with the Statement of Guiding Principles for Fundraising which was drawn up for the Irish Charities sector in the context of the Charities Act (2009).

The Charities Act has the stated objective of “ ... implementing agreed Codes of Good Practice in relation to the actual fund-raising operations ...”.

The Statement sets out best practice for charities who fundraise from the public, based around core principles of respect, honesty and openness. A full copy of the Statement of Guiding Principles for Fundraising is available at [www.ictr.ie](http://www.ictr.ie) Public Fundraising Compliance Statement

### **Cottage Autism Network Wexford CLG is committed to complying with the Statement for Guiding Principles for Fundraising.**

- CAN has a Donor Charter which is consistent with the Statement of Guiding Principles for Fundraising.
- CAN monitors compliance with the Statement of Guiding Principles for Fundraising and compliance reports are received annually by the governing body.
- CAN considers the Statement of Guiding Principles for Fundraising when planning all fundraising activity.
- CAN provides honest, open and transparent disclosure when fundraising from the public.
- CAN has appointed a member of the Board to be responsible for compliance with the Statement of Guiding Principles for Fundraising.
- CAN ensures that fundraising volunteers are provided with information and training, when needed, on the Statement of Guiding Principles for Fundraising and its implementation.
- CAN has a feedback and complaints procedure consistent with the Statement of Guiding Principles for Fundraising. Feedback is recorded for review by relevant staff including the Chairperson and the Board. Feedback is responded to promptly and appropriately.
- CAN prepares financial reports consistent with the requirements of the Charities Act 2009 which include a statement concerning the extent to which control of the organisation is independent of its funding sources.
- CAN ensures that all donations are tracked and recorded and complies with data protection requirements.

- CAN is accessible to the public through a number of readily available contact options.

By Post: Artramon Farm, Crossabeg, Co. Wexford.

By email: [info@cottageautismnetwork.com](mailto:info@cottageautismnetwork.com)

Byphone: 0871035355

On Facebook page: Cottage Autism Network (CAN)

**Donor Charter** as a charity seeking donations from the public CAN aim to comply with the Statement of Guiding Principles for Fundraising. Our pledge is to treat all our donors with respect, honesty and openness. We commit to being accountable and transparent so that donors and prospective donors can have full confidence in CAN. We promise we will effectively apply your gifts to us for their intended purposes. We commit that you, our donors and prospective donors will:

1. Be informed of the organisation's mission, and of the way the organisation intends to use donated resources
2. Be informed of the identity of those serving on the organisation's governing board, and that the board will exercise prudent judgement in its stewardship responsibilities.
3. Have access to the organisation's most recent financial statements.
4. Be assured your gifts will be used for the purposes for which they were given.
5. Receive appropriate acknowledgement and recognition.
6. Be assured that information about your donation is handled with respect and with confidentiality to the extent provided by law.
7. Expect that all relationships with individuals representing the charity will be dealt with professionally.
8. Be informed whether those seeking donations are volunteers of the organisation.
9. Have easily available the agreed procedures for making and responding to complaints.
10. Have the opportunity for any names to be deleted from mailing lists. CAN mailing lists are not shared with third parties.
11. Receive prompt, truthful and forthright answers to questions you might have of the organisation.

**What to do if you have feedback:** If you do have a comment about any aspect of our work, you can contact CAN in writing or by telephone or email. In the first instance, your comment will be dealt with by our Coordinator. Please give us as much information as possible and let us know how you would like us to respond, providing relevant contact details.

**The Responsibility of those Managing Fundraising Activities:** Fundraisers and fundraising charities, such as CAN, commit themselves to the highest standards of good practice and to ensuring that all their fundraising activities are respectful, honest, open and legal. Any information obtained in confidence as part of the fundraising process must not be disclosed without express prior consent. Those responsible (or their designate, whether voluntary or paid) must:

1. Be responsible for ensuring that fundraisers are aware of and can generally communicate the purpose of the organisation and of the specific fundraising efforts they are involved in;
2. Be responsible for ensuring that fundraisers are aware that they must disclose if they are employees of the organisation or third party agents;
3. Provide, where possible, clear and adequate, written or verbal, information to the public about any relevant follow-up including telephone procedures;
4. Have procedures to ensure that, wherever possible, particular caution is exercised when soliciting from people who may be considered vulnerable.
5. Where events organised in the charity's name are not known by the charity until after the fact, the charity will work with that fundraiser to ensure they are aware of the standards expected and that the fundraiser will apply them to any future events they hold for the charity;
6. Where donations are raised through electronic means, for example through charities' websites, the level of security applied to such websites shall be of a sufficient standard to protect the confidentiality of donors credit card and other personal details;
7. Ensure all public collections have a Garda permit, or where no permit is necessary, permission from the relevant authority (such as for collections in church grounds, bagpacking);
8. Ensure there is signed confirmation that data are kept securely and confidentially and in compliance with the Data Protection Acts 1988 and 2003;
9. Ensure that the recruitment process screens potential recruits to indicate suitability (subject to data protection regulations);
10. Where remunerated, ensure fundraisers are legally entitled to work in the jurisdiction;
10. Ensure that appropriate training, education and information is available to fundraisers to enable them perform their roles effectively;

11. Comply with the ICTR good practice factsheet on handling cash and non-cash donations;

12. Be generally responsible to explain to the public how fundraising is organised and to help educate the public about the realities of resourcing charitable organisations.

Where specific questions are received these should be answered openly and honestly. The principle of informing the charity in advance and adhering to these standards will be highlighted as much as possible by the organisation.

Note: CAN does not use paid fundraisers; all fundraising is currently done by volunteers.