

# Fritwell Village Hall

North Oxfordshire

## FRITWELL VILLAGE HALL CIO Fundraising Policy

### 1. Introduction

FVH CIO needs to raise £500,000 (over and above its ongoing fundraising events to maintain the existing Hall) in order to provide a new village hall. Residents have been informed of the reasons for this (see meeting for residents) and plans have been submitted to Cherwell District Council.

The secondary purpose of the fundraising will be to refurbish and/or extend the existing Village Hall.

**Trustees will take into account all relevant aspects of the Fundraising Regulator's Code of Practice ([www.fundraisingregulator.org.uk/code](http://www.fundraisingregulator.org.uk/code)) in the development and pursuance of this policy. They will identify and refer to, the relevant sections in all fundraising activities. The Charity Commission guidance on fundraising has also been noted (<https://www.gov.uk/government/publications/charities-and-fundraising-cc20/charities-and-fundraising>)**

### 2. Purpose of the Policy

- 2.1. To ensure that trustees, and all those who assist with fundraising, are aware of, and do so in accordance with, the values of the CIO.
- 2.2. To ensure that trustees are aware of, and agree to, the aims of the Policy.
- 2.3. To ensure that trustees have a clear and manageable strategy for raising the required sum.
- 2.4. To identify procedures relating to all aspects of fundraising.

### 3. Values

Trustees will ensure that all fundraising efforts will be:

- 3.1. Legal: All fundraising will meet the requirements of the law.
- 3.2. Open: All fundraisers will be open with the public about their processes and will be willing to explain (where appropriate) if they are asked for more information.
- 3.3. Honest: All fundraisers will act with integrity and will not mislead the public about the cause they are fundraising for or the way a donation will be used.
- 3.4. Respectful: All fundraisers will demonstrate respect whenever they have contact with any member of the public.

Fritwell Village Hall CIO, Fewcott Road, Fritwell, OX27 7QA

Website: [www.fritwellvillagehall.co.uk](http://www.fritwellvillagehall.co.uk)

## 4. Aims

To raise the required amount to build a new Village Hall and in so doing:

- 4.1. To promote trust and confidence in the CIO
- 4.2. To enable the trustees to carry out their duties and responsibilities in accordance with guidance
- 4.3. Ensure that there are systems in place to enable trustees to meet their responsibilities
- 4.4. To clarify the CIO overall approach to fundraising
- 4.5. To protect the CIO's reputation and assets
- 4.6. To have systems in place to oversee the fundraising carried out by others
- 4.7. To ensure compliance with laws and regulations
- 4.8. To be open and accountable

## 5. Fundraising Strategy

- 5.1. Income Generation: the trustees will use a variety of fundraising methods including those itemized below. If any individual or organization wishes to fundraise on behalf of, or in the name of, the CIO, the activity or event must be approved by the trustees. All activities will be in line with the Equal Opportunities Policy.
  - 5.1.1. Grants: Code of Practice Section 13. All applications will be approved by the trustees before submission.
  - 5.1.2. Organizing Specific ticketed fundraising events. Code of Practice Section 11.
  - 5.1.3. Sponsored events. Code of Practice Section 11.
  - 5.1.4. Volunteer organized events. Code of Practice Section 5
  - 5.1.5. Donations. Code of Practice Section 4. If donations are made electronically then the donor will be made aware of the fees incurred. See FVH CIO Donations Policy and checklist.
  - 5.1.6. Crowdfunding. Code of Practice Section ?
  - 5.1.7. Raffles Code of Practice Section 12
- 5.2. Costs: Trustees are prepared to use resources and incur reasonable costs to raise funds. All costs will be in the CIO's best interests. Costs will include fees payable to electronic payment providers.
- 5.3. Risks: Trustees will not expose the CIO to undue risks and will be mindful of the CIO

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Constitution. See Risk Assessment

- 5.4. Promote the Values of the CIO: Trustees will have high standards of ethics and social responsibility in all fundraising and will ensure that none of the fundraising activities conflict with the values of the CIO. Other fundraisers will be made aware of the values and the importance of promoting them.
- 5.5. Timescale: Trustees will achieve the necessary funding for a new Villager Hall by 31<sup>st</sup> December 2025.
- 5.6. Openness: Trustees will keep all donors, volunteers and the residents of the village informed of the progress of their efforts via social media, the website ([www.fritwellvillagehall.co.uk](http://www.fritwellvillagehall.co.uk)), noticeboards and at fundraising events.

## 6. Managing Assets

The trustees have effective financial controls in place to ensure the good management and safety of any income generated.

- 6.1. Bank Account: Trustees will open two new accounts (one current and one savings) in the name of New Village Hall specifically, and only, for amounts raised in furtherance of the provision of a new Village Hall.
  - 6.2. Cash from events or donations: All cash received at fundraising events will be processed in line with the Code of Practice Section 4, which states in Section 4.3.1 that cash should be counted by two unrelated people wherever possible.
  - 6.3. Cheques will be paid into one of the new accounts.
  - 6.4. Electronic Payments will be used wherever possible.
  - 6.5. Donations: Code of Practice Section 4. See Donations Policy. No donation will be refused except under exceptional circumstances.
  - 6.6. Reports: trustees will receive reports on the progress of the fundraising at each meeting in order to monitor compliance with the Code of Practice, this policy and progress towards the achievement of its aims. For transparency a shared drive will be established so that all trustees can easily access all documents. For the mitigation of risks a CIO email account will be set up for use by all trustees.
7. **Managing and Processing Data** Code of Practice Section 3, 10.1.1 and 10.1.5. See Privacy Policy.
  8. **Working with Volunteers:** Code of Practice Section 5. All trustees and others involved in fundraising activities will refer to this section when planning events

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9. **Working with Third Parties** trustees will consider working with third parties (other than volunteers) or professional fund raisers to raise funds.

### 10. Monitoring

10.1. Trustees will regularly monitor progress towards the CIO aims and compliance with the Code of Practice. They will receive reports on grant applications, donations and other activities to ensure that they are in line with the CIO values (6.6 above)

10.2. All legal requirements will be monitored regularly

10.3. Grant applications will be monitored for adherence to criteria, collection of evidence and compliance with Code of Practice Section 13.

10.4. Reports on Receipts and Payments from the new accounts will be monitored at each meeting.

### 11. Complaints

Trustees will take all complaints seriously, and address them in accordance with the Complaints Policy.

January 2023