



for disabled children
and young people in Sussex

AMAZE ETHICAL FUNDRAISING & ACCEPTANCE OF DONATIONS POLICY

AMAZE VALUES & AIMS

Underpinning our work lie our organisational values:

L Local and Living it	We are local people who are from, know and understand the communities we serve and how best to support and empower them.
pol	We are an independent charity and any information or advice we provide about services is impartial.
S Supportive	We will support as many people as possible; developing more digital resources, growing peer support and offering more hands-on help for those that need it most.
T Together	The needs of disabled children and young people and their families are at the heart of all that we do. We work together with families and SEND professionals, to plan, develop and improve services.
E Empowering	We empower children and young people with SEND and their parent carers by building their confidence, knowledge, skills and resilience.
N Non-judgemental	We listen and offer advice without criticism, prejudice or judgement.

INTRODUCTION

The aim of this policy is to set out Amaze's commitment to ethical fundraising. It also highlights when Amaze may choose to reject donations.

Amaze will always **aim to** accept donations, but there may be some occasions where Amaze must consider whether accepting the donation is in line with our values and in the best interests of achieving our charitable purpose and objectives.

Amaze will also consider:

- our legal obligation to reject any donations which we feel may derive from the profits of criminal acts
- whether the donor or fundraiser has the capacity to make a decision to donate
- our independence and impartiality
- whether the costs of accepting the donation are more significant than the value of the donation.

This policy applies to all donations including donations of funds or goods, pro-bono support, sponsorships and partnerships.

The decision on accepting donations will be made following the completion of the evaluation in Appendix 1. The evaluation will be completed by the fundraising team and initially approved by the CEO. The final decision lies with the Finance Steering Group of the Board of Trustees. Decisions will be recorded in the Donations Decision Log.

REGULATORY FRAMEWORK

Amaze is a registered charity (charity number 1078094) and is accountable to The Charity Commission. The Charity Commission may need to provide permission for the return of any donations that were accepted pending the evaluation criteria. Amaze is also a Company limited by guarantee (number 3818021) and required to report to Companies House and fulfil requirements expected of registered companies.

Amaze is registered with The Fundraising Regulator and operates in line with the Fundraising Code of Practice. This code covers staff, volunteers, trustees and people raising funds for Amaze. The Fundraising and Marketing Team in particular have a responsibility to ensure that this Code is followed and to ensure that anyone fundraising for Amaze is made aware of the Code and its requirements.

The full Code of Fundraising Practice can be found at <https://www.fundraisingregulator.org.uk/code>

We also have a responsibility to manage the data of donors and supporters. For more information, please see the Data Protection & Confidentiality Policy.

CRITERIA FOR REJECTING DONATIONS

We do not prohibit any specific sector or donor from supporting Amaze. Instead, we evaluate all large donations and partnerships on their individual merits.

Some sectors or individual sources of income carry higher reputational or ethical risks than others and in these cases we will **always** fully risk assess the partnership or donation before accepting the donation or gift or, if the donation was already received, then before keeping or returning it. These sectors are:

- companies who manufacture or supply weapons
- companies whose main business makes a significant impact on climate change or environmental damage
- companies whose manufacturing is suspected to involve child labour or significantly exploitative practices
- political parties and campaigning organisations
- companies who manufacture or supply alcohol or tobacco
- companies whose main business is gambling
- companies who manufacture or supply fast food

Organisations who fall within these categories may have mitigating factors which should be considered when completing the evaluation criteria for example:

- transparent financial accounts and record keeping
- domestic tax payments
- accreditations such as 'Investors in People'
- paying the living wage
- recognising unions or other staff consultative bodies

Where a donation is made with a value (either in kind or monetary) of over £500, it should be considered whether the evaluation needs to occur. Individual donations of £5,000 or more should always be assessed against the evaluation criteria.

CRITERIA FOR RETURNING DONATIONS

The return of donations should be avoided where possible but may be necessary under certain conditions. Any request for a return should be evaluated to consider whether it is legal to do so. Amaze may legally return a donation where the conditions of the gift cannot be met.

When a donation, in the opinion of the trustees, is considered eligible for refund, Amaze should apply to the

Charity Commission for permission to do so.

PROCESS

Decisions on rejecting or returning donations should be made within three months of the offer or receipt of a donation. This will ensure time for due diligence checks to be completed and for the donation to be assessed against the evaluation criteria. Any due diligence checks will be proportionate against the value of the donation and the size of organisation.

Once a decision has been made by the trustees, there should be clear and timely communication with the donor. It should be considered who is appropriate to undertake this communication, depending on the value of the gift.

TRANSPARENCY

A full list of corporate partners and trusts giving over £1,000 will be maintained in our annual report and on our website.

Amaze will communicate its commitment to this policy to the organisation's stakeholders.

RESPONSIBILITIES AND BREACH OF POLICY

Everyone is responsible for their own compliance with this policy. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue. Please refer to our **Disciplinary Policy** for further information on disciplinary procedures. Staff who are unsure about whether something they propose to do might breach this policy, should seek advice from their manager or the policy owner.

COMMUNICATION OF THE POLICY

This policy will be available in the policies folder and hard copies will be available on request. New staff and volunteers will be made aware of the policy during their induction with their manager. Training will be available on request. Reminders will be given at staff meetings.

RELATED FORMS / ASSOCIATED DOCUMENTS

See appendix 1 below

RELATED POLICIES

Please also see the following related policies:

- **Disciplinary Policy**
- **Data Protection & Confidentiality Policy**

VERSION CONTROL / RECORD OF CHANGES

Review date	Version	Section	Changes/Comments

APPENDIX 1: EVALUATION CRITERIA

Evaluation criteria	Decision	Notes	Mitigations
Have the funds or goods donated been raised by legal/legitimate means?	YES / NO / UNSURE		
Does the donor have the capacity to make this gift?	YES / NO / UNSURE		
Does the donor or organisation making the donation/forming the partnership support our values and our mission?	YES / NO / UNSURE		
Is the donor/partner open and transparent about its business dealings and willing to share information pertinent to an ethical assessment of its dealings?	YES / NO / UNSURE		
Will this donation/partnership in any way affect our independence as a charity or in any way restrict or unduly influence any future decisions or policies?	YES / NO / UNSURE		
Has the donor/partner committed to signing a partnership or participator agreement with us and are they compliant with the terms in that agreement?	YES / NO / UNSURE		
Would the people we support be in any way negatively impacted by accepting this donation or partnership? Would this outweigh any potential positive impact?	YES / NO / UNSURE		
What would the people we support think or feel about Amaze accepting this donation or partnership? Would it in any way deter them from accessing our services?	YES / NO / UNSURE		
Would staff, volunteers and partners be negatively affected in any way by accepting this donation? Would this outweigh any potential positive impact?	YES / NO / UNSURE		
What would our staff, volunteers or partners think or feel about Amaze accepting this donation or partnership? Would it in any way deter them from working with or for Amaze in the future?	YES / NO / UNSURE		
Would the acceptance of this donation/partnership prohibit us from accepting higher value donations/partnerships from other sources, or deter others from donating to us, or working with us and thus ultimately cause us to lose future funding and/or	YES / NO / UNSURE		

support?			
What is the likely impact of this partnership to have on the reactions of the local and national press and social media? Could that be potentially damaging or positive to the reputation of Amaze?	YES / NO / UNSURE		
Is there a risk that the donor or partner is using this donation/partnership as a way of gaining positive publicity or influence for itself to a level that is overarching its desire for philanthropy or supporting our mission and disproportionate to the positive impact for Amaze?	YES / NO / UNSURE		
Will accepting this donation/partnership account for more than 35% of our annual budget?	YES / NO / UNSURE		