

# Sunbeams Play

Registered Charity No. 1152188

## Administration

### 51. Fundraising Policy.

#### Policy

All fund raising activities by Sunbeams Play will be legal, decent, honest and transparent; and fully comply with Charity Commission guidelines and regulations.

All fund raising activities will be in pursuit of the declared aims and objectives of the Sunbeams Play Board of Trustees.

All grants are placed in a restricted bank account and monitored with monthly reconciliation.

Wherever possible the funding will be used as stated within the signed acceptance agreement with individual donors. Where this is not possible donors will be contacted to discuss alternative use or returning of funds.

All fund raising activities held by Sunbeams Play will be discussed with the Trustees.

Sunbeams Play holds a certificate to enable raffle and bingo activities.

Adult and youth volunteers are encouraged to take part in fundraising activities and are provided with identity badges for security.

#### Areas of activity

The Sunbeams Play fund raising policy will involve three principal areas of activity:

##### Bid writing

- An approved team will make applications to relevant national and regional funding organisations.
- All bids will be agreed and overseen by a named bid writers to prevent duplication. Current named persons are **Sarah Southernwood and Susan Carr**
- All grants received will be listed and monitored clearly showing expenditure/use.

##### Fundraising events

- Locally based fund raising activities within the regional and local community including but not limited to:
  - Fetes

- Bingo
- Raffles
- Auction
- Craft fair
- Stands
- Bag packing

Donations – financial and goods

- Donation of goods suitable to use as prizes are accepted from families attending Sunbeams and members of the local community
- Stores and organisations are approached to provide items suitable for raffle and game prizes.
- Letters are provided to volunteers to provide identity and information on the charities aims.

Recognition of grants and donations are carried out on our website, social media and newsletters.

All money raised from donations and events are placed in the restricted funds account under self-restricted until specific area of need is agreed.

**Legal Framework**

Code of Fundraising Practice Oct 2019  
Charities Act 2016

This policy was adopted on	20 <sup>th</sup> April 2015
Policy updated	April 2020
Date to be reviewed	April 2021
Signed on behalf of the management committee	
Name of Signatory	
Role of Signatory	

Reviewed By	Date