



Fundraising Policy

Purpose and Scope

This document is for internal and external use and sets out the Fundraising Policy for Growing Resilience in Teens (GRIT) a Charitable Incorporated Organisation registered number 1176272.

This policy has full regard to the Charity Commission's current guidance ([CC20 – Charity Fundraising: A Guide to Trustee Duties](#)) or any other relevant regulations in place at the time and will be reviewed every three years.

This policy outlines the procedures and safeguards to ensure that fundraising activities are conducted safely, securely and in compliance with all applicable laws. It is essential to maintain high standards of transparency, security and accountability in our fundraising efforts to protect our volunteers, staff and the organisation.

1. About Growing Resilience in Teens (GRIT)

1.1 Objects

to preserve and protect the good mental health of young people aged 11-24 through the provision of activities designed to build resilience and equip them with healthy coping strategies to manage the pressures they face, replacing self-destructive behaviours with positive life skills.

1.2 Mission

To empower young people to take full responsibility for their lives and the life they wish to lead. To open them up to previously unseen possibilities and the potential that is available to them so they can envision and action a future they didn't realise existed.

1.3 Vision

To create a society where young people thrive, overcome challenges and lead fulfilling lives supported by a strong sense of self identity and resilience.

2. Why GRIT needs to raise money

Although GRIT receives statutory funding from its partnership with NHS through Hitchin & Whitwell PCN and the Icknield PCN, these funds are designated to cover the direct costs of delivering our services only. This essential support enables us to reach young people who are registered with GPs within the aforementioned PCNs through our 1:1 coaching and group services.

However, these funds do not cover the costs of delivering our services to young people registered with GPs outside of these areas nor our operational and development costs, such as administrative support, essential training, resources and community outreach efforts.

To continue providing high-quality, sustainable services and to expand our impact, we rely on additional fundraising efforts. By raising these vital funds, we ensure GRIT's ongoing

ability to serve, adapt and grow to meet the needs of the young people and communities we support.

3. Role of Fundraising

Fundraising is essential for GRIT's ability to deliver and expand its services to young people. To sustain our operations, enhance our services and drive long-term impact, GRIT relies on diverse income streams beyond statutory funding. These include:

3.1 Grants

GRIT actively seeks grants from charitable foundations and trusts, which provide valuable funding for programme development, capacity building and outreach initiatives. Grants often support specific projects or innovative approaches that align with our mission to empower young people.

3.2 Individual Donations

Contributions from individual donors are essential to our mission. These gifts, whether through one-time donations or regular giving, enable us to address immediate needs and invest in resources that ensure the quality of our service delivery.

3.3 Corporate Donations and Partnerships

GRIT partners with businesses that share our values and commitment to youth wellbeing. Corporate donations, sponsorships and cause-related marketing partnerships not only bring in financial support but also help to raise awareness about GRIT's impact within the community and business sectors.

3.4 Fundraising Events and Campaigns

Events and campaigns engage our community, raise critical funds and create new relationships. These efforts allow GRIT to diversify its income while building a network of supporters and advocates.

4. Audience

Everyone involved in fundraising must know and comply with this policy's ethical issues and procedures. This policy applies to all staff, volunteers, trustees, partners, committees, donors and fundraisers acting for or aiding Growing Resilience in Teens.

5. Legal Requirements

This policy and related procedures take into account the following legal requirements and regulatory codes, standards and guidance.

- Charities (Protection and Social Investment) Act 2016
- Charities Act 2022
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Payment Card Industry Data Security Standards (PCI-DSS)

- Fundraising Regulator Code of Fundraising Practice
- Gambling Act 2005
- Mental Capacity Act 2005
- Bribery Act 2010

6. Fundraising Compliance

GRIT Trustees take ultimate responsibility for fundraising compliance. They delegate operational management of fundraising to the CEO and Fundraising Team.

7. Fundraising Activities Covered by this Policy

Charitable funds include (but are not limited to):

- Money left in a legacy for the benefit of GRIT
- Money raised through fundraising events
- Money donated as a result of a fundraising appeal
- Corporate sponsorship
- Charitable foundation funds
- Tangible personal property (gifts-in-kind)
- Property
- Shares or bonds
- Pledges

8. GRIT Team Responsibilities

Charitable funds are subject to a range of rules and guidance. The control and management of these charitable funds are the responsibility of the Board of Trustees of GRIT, who delegate responsibility to GRIT's Senior Leadership Team and Fundraising Team.

The Fundraising Team and Senior Leadership Team at GRIT is responsible for implementing this policy and for adhering to the related procedures. Team members should make themselves familiar with this policy as well as the Code of Fundraising Practice and the Institute of Fundraising's Treating Donors Fairly guidance.

8.1 Roles with Fundraising Responsibilities

- Community Fundraiser
- Trusts & Foundation Fundraiser
- Corporate & Major Donor Fundraiser
- Operations & Finance Manager
- CEO
- Other colleagues who from time to time will be directly or indirectly involved in fundraising activity.

9. Fundraising by GRIT Team Members

Participation in activities to raise funds for GRIT by team members is voluntary and should not be imposed on individuals. The existing charity insurance arrangement covers team

members for certain 'low risk' fundraising activities. However, approval must be sought from the CEO prior to the commencement of the activity. Any event not covered by this policy must obtain its own insurance cover and be approved by GRIT's CEO.

10. Vulnerable People

When responding to a supporter or member of the public in vulnerable circumstances, team members must take all necessary steps to understand if the supporter is able to make informed decisions about donating to GRIT and respond appropriately. If a supporter is deemed unable to make an informed decision the member of the team must not accept the donation.

GRIT will ensure two members of staff are present when receiving a donation from a vulnerable donor, e.g., with illnesses or conditions affecting their judgement.

11. Acceptable Fundraising Activities

Before fundraising activity can be initiated approval must be sought from GRIT's CEO.

All fundraising by means of lotteries, e.g., raffles, etc., must comply with the required licensing requirements.

All fundraising publicity must state clearly how the fundraising will benefit GRIT and where further information of GRIT's fundraising policy can be located.

It should be the responsibility of the CEO in conjunction with the Community Fundraiser, Corporate & Major Donor Fundraiser and Trusts & Foundations Fundraiser to coordinate the soliciting of funds from individuals, foundations, businesses, corporations, and organisations in order to avoid an excessive number of solicitations in the name of GRIT.

12. Donations or Gifts

12.1 Restrictions on Sources

GRIT in deciding whether to accept or decline a donation or gift will consider the charity's best overall interests and will not accept donations from donors whose activities appear to be in direct conflict with GRIT's charitable aims and objectives.

Additionally, GRIT will not accept monies from funders, whether trusts, companies, organisations or individuals, which:

- could cause detriment to the charity's reputation
- will disproportionately decrease the amount of donations to further the work of the charity
- undermine GRIT's vision and values
- are associated with unsuitable products, corporate or individual
- are known to take advantage of vulnerable or bereaved people
- give personal gifts to GRIT team members or volunteers. This should be always discouraged.
- potentially harm our relationships with beneficiaries, other donors, stakeholders, and volunteers.

- expose GRIT to undue adverse publicity or reputational risk.
- require unacceptable expenditure or additional charity resources.

We will also not accept funding from unknown sources of funding. GRIT will take reasonable steps to determine the ultimate source of funding for each gift and satisfy itself that the funds do not derive, directly or indirectly, from activity that was or is illegal.

12.2 Specified Donations

If supporters wish to donate to a specific area of GRIT's work, then they make a specified donation by providing written instruction to this effect with their donation. GRIT will always respect this. If GRIT is unable to accept the request for the specified donation and the sponsor does not want the donation to be used in any other way, GRIT will refund the donation.

13. Refusal of Donations or Gifts

If a donation is received which may not be acceptable under the terms of this policy, the Operations & Finance Manager, Community Fundraiser, Corporate & Major Donor Fundraiser or Trusts & Foundations Fundraiser will alert the CEO promptly for risk assessment and escalation. This will be researched further, and the matter will be referred to the board with the necessary information regarding the decision.

13.1 Anonymous Donations

All anonymous donations of £25,000 or more will be reported to the Charity Commission as a serious incident (in line with current Charity Commission guidelines) and will follow GRIT's guidance on handling of such donations (please refer to GRIT's Cash Handling and Financial Control Policy).

14. Processing of Donations or Gifts

All donations must be conveyed to and filed by the Community Fundraiser, Corporate & Major Donor Fundraiser or Trusts & Foundations Fundraiser at the earliest possible opportunity accompanied by all original correspondence pertaining to the donation or gift. A receipt of donation/thank-you letter will be sent to the donor.

All donations will be logged by the Community Fundraiser, Corporate & Major Donor Fundraiser or Trusts & Foundations Fundraiser on the donors' records on the Fundraising Database. The Operations & Finance Manager will also allocate the donation to the appropriate fund on the Fundraising Database and Xero if needs be.

A note will be made if the donor is willing for the donation to be acknowledged publicly on social media, on the GRIT website or in the annual report.

15. Gifts in Memoriam

Donations or gifts to honour, in remembrance or otherwise recognise individuals, whether the donor is living or by bequest, will be received by the Fundraising Team. It will be GRIT's policy not only to receive such gifts but also encourage efforts to remember and honour donors.

16. Legacies

The CEO deals with all contacts regarding legacies. If team members are contacted by potential legators, they must refer the conversation to the CEO and agree a relationship management plan.

The CEO will seek legal advice should there be requirements around the will or the bequest.

When the legacy has been received, this will be processed by the CEO who will deal with all administrative arrangements including correspondence with the solicitors or family to acknowledge receipt of the monies. The CEO is also responsible for confirming whether any publication of the bequest is appropriate.

GRIT will encourage general legacies but will always adhere to the strict wishes of the legator.

Please also refer to GRIT's Large Legacies and Donations Policy.

17. Solicitation of Charitable Trusts and Corporates

It shall be the responsibility of the Trusts & Foundations Fundraiser and Corporate & Major Donor Fundraiser to coordinate the solicitation of charitable trusts and companies. This coordination will ensure that an excessive solicitation of any single source of funds is avoided.

GRIT will not endorse products, treatments or companies. Sponsorship arrangements (for example of events) will be clearly publicised, and conflicts of interest considered as part of event risk management.

18. Fundraising Collections

GRIT will ensure that all fundraising collections are carried out sensitively to protect GRIT's reputation in the mind of the public. GRIT will ensure that adequate permission for a static collection is obtained and can evidence this sufficiently when required; and that all collectors can be clearly identified. Further details relating to cash collections can be found in GRIT's Cash Handling and Financial Control Policy.

19. Handling of Cash Donations

It is important that all cash handling collections are made using tamper-proof collection containers (a designated collection container secured with a cable tie) with the GRIT charity logo and registered charity number. If volunteer(s) are collecting money on behalf of GRIT they must be authorised to do so and wear a photo ID badge stating the collector's name and contact details of the registered charity (GRIT).

GRIT will adhere to the following good practice when handling cash donations:

- Cash must be collected, counted, and recorded by two unrelated individuals in a secure environment wherever possible. (Collection boxes must only be examined and opened by two unrelated individuals).

- Unsecured cash must never be left unattended or in an unattended environment.
- Cash must be banked as soon as is practicable. As soon as is practical should be predefined and approved in the event/fundraising planning. Within working hours cash should be deposited into the GRIT bank account within two working days
- If outside of office hours, then cash should be deposited into the GRIT bank account as soon as practically possible.
- Cash not counted or banked immediately must be placed at Hitchin Youth Trust in the GRIT cupboard or home address of an authorised and pre-approved GRIT team member and the CEO notified. Two unrelated individuals must accompany the money to the vehicle used to take monies to Hitchin Youth Trust or home address.
- All cash collections, bank deposits and financial transactions related to fundraising must be recorded accurately and submitted to GRIT's finance department within two business days.
- As soon as possible, reconciliation must be made between cash banked and income summaries.

Further details relating to the handing of cash donations, including handing of cash at fundraising events can be found in GRIT's Cash Handling and Financial Control Policy.

20. Lone Working Policy for Fundraising Activities

GRIT will ensure the safety and wellbeing of team members and volunteers involved in fundraising activities and will adhere to the following good practice with further details relating to lone working available in GRIT's Lone Worker Policy:

- Staff or volunteers working alone during fundraising activities should have a fully charged mobile phone with them at all times. A dedicated fundraising iPhone is available in the Fundraising Toolkit located in the cupboard at HYT.
- Arrangements will have been made with a senior team member who will be on-call and available for contact throughout the event.
- If a female team member or volunteer is working in a predominantly male environment, they should be accompanied by a male colleague where possible.
- Where appropriate, at the start of the fundraising activity the Community Fundraiser, Corporate & Major Donor Fundraiser or senior volunteer will meet team members and volunteers to confirm safety arrangements.

21. Reports to Sponsors

It is the responsibility of the CEO and the Trusts & Foundations Fundraiser to complete official reports on grants received.

22. Donor Recognition

A donor to GRIT is entitled to appreciation for his or her donation. Each donation will be acknowledged by the Community Fundraiser, Corporate & Major Donor Fundraiser or Trusts & Foundations Fundraiser.

Sponsors' names may be published in GRIT's annual report, newsletters, website and/or social media. It will be at the Community Fundraiser, Corporate & Major Donor Fundraiser or

Trusts & Foundations Fundraiser's discretion to inform the sponsor should there be a cost implication to their recognition, e.g., a plaque.

23. Donor Research

Research on donors and prospects is an acceptable and intrinsic part of fundraising. It must be stressed that any approaches undertaken by GRIT will be handled in a sensitive and appropriate manner and comply with current data protection legislation. Donor and prospect activity is limited to the CEO and other members of fundraising staff.

24. Database of Donors

The Community Fundraiser, Corporate & Major Donor Fundraiser or Trusts & Foundations Fundraiser are responsible for development, maintenance and compliance of a record of donors and prospects.

Data held on potential donors will be destroyed when it becomes clear that they do not wish to be approached by GRIT about fundraising, or three years after they have been identified as a prospect - whichever is sooner.

GRIT will respect the privacy and contact preferences of all donors and will respond promptly to requests to amend contact details, including the removal of contact details from the fundraising database.

25. Complaints

GRIT will respond to all complaints from sponsors, donors and members of the public in a timely, open, honest and respectful way.

26. Related Policies:

This policy should be read in conjunction with the following GRIT policies, which provide additional guidance and context:

- GRIT Acceptance Policy
- GRIT Fundraising Cash Handling and Financial Control Policy
- GRIT Volunteer Policy

These documents work together to ensure a consistent and comprehensive approach across all areas of financial and organisational management.



- Created by Rebecca Kelly (CEO) on 31/10/24
- Approved by Dr Louise Randall, Chairman

Signature:

Date:

- Next review date: 31/10/25
- This policy will be reviewed annually or sooner if there are significant changes in fundraising practices, legislation, regulatory guidance, or following any incidents that suggest a policy revision is necessary.