



Accelerating Community Transformation

Notes on Fundraising by Organisations and Individuals, who are not employees of the charity

Introduction

These notes have been prepared by way of guidelines for those who wish to fundraise in any way on behalf of IcFEM-Mission (Europe). They attempt to reflect the legal framework within which charities have to operate, but should not be seen to be comprehensive or legally definitive. Where there are any queries, they must always be discussed with IcFEM-Mission (Europe).

Principles

1. The charity's name and logo are the property of the charity, and anyone using it in any way without permission of the charity may be acting unlawfully.
2. The charity must observe the law in regard to fundraising, as set out in the 1993 Charities Act, and subsequent legislation. Infringement could result in the charity being closed down by the Charity Commission.
3. Anyone wishing to fundraise on behalf of the charity **MUST** submit their proposals to the charity **BEFORE** embarking on the activity or event. Without the charity's consent they may not use the charity's name, logo, and charity registration number.
4. If an individual, or organisation, wishes to raise money for a charity without first gaining the consent of the charity, they may do so, **BUT WITHOUT** using the name, logo and charity number of the charity. Any funds so raised would be treated as a donation by the individual or organisation to the charity.
5. Personal money should not be mixed with charity money. Income received on behalf of the charity, i.e. all income from a fundraising event or other activity on behalf of the charity, if not passed immediately to the charity, should be kept in a distinct bank account. It is bad practice for cheques to be made payable to the fundraiser's name.

Practical considerations

1. The proposal to undertake a fundraising activity or event should include:
 - An outline of what is to be done - the charity will need to establish that the activity or event is consistent with the values of the charity
 - The location
 - The expected 'target' population - the charity will need to know whether its current supporters are among those being 'targeted'
 - An approximate budget for the activity or event: costs, expected income, and the funds which the charity should expect to receive. It may be deemed necessary to show on all literature relating to the activity or event, the approximate percentage of income which will go to the charity.
 - The timing of the activity or event, and when the charity should expect to receive the funds raised, and

IcFEM Headquarters
IcFEM, P/Bag, Kimilili, 50204, Western Kenya, East Africa.
Tel: +254 5180 17085
office@icfem.org
director@icfem.org
Societies Reg No. 19347

IcFEM Europe Office
c/o 12 Ash Grove, Rode Heath,
Stoke-on-Trent, Staffs. ST7 3TD
Tel: +44 (0)161 408 0850, +44
(0)7583 407563
office@icfem-mission.org
Charity No. 1107038



IcFEM Mission

Fundraising Guidelines

www.icfem-mission.org

God with People & Development

Accelerating Community Transformation

- A risk assessment - the charity may decline consent if it deems that the risk of failure in unacceptable; or at least require an indemnity against uncovered costs. This is required to protect the integrity of the charity in front of those who have given money, and expect it to be used for the purposes of the charity.

These can be provided in an informal way, but should always be provided in advance of starting any fundraising initiative.

2. Clear accounts must be kept of all expenditure and income, and be made available to the charity when requested. All expenditure on the fundraising activity should be supported by invoices. The charity may require receipts to be written for every / each item of income.
3. If the fundraiser(s) are proposing to raise funds for a specific project within the scope of the charity's normal work, this must be discussed and agreed with the charity in advance.
4. The charity may require on-going consultation during the project, such as approving printed material, use of name and logo, etc.
5. Gift Aid is an important way of increasing the value of gifts from UK donors. Where appropriate, e.g. for a sponsored activity, the proposal needs to include information of how it is proposed to collect names and addresses which will enable to charity to reclaim Gift Aid. The charity will normally be in a position to, and will prefer to, provide its own sponsorship forms.
6. At the conclusion of the activity or event, the fundraiser(s) should provide, within a reasonable time, e.g. one month, an account of the income and expenditure, and payment of the net funds raised. At the same time, where Gift Aid is being reclaimed, the list of names and addresses should be provided.
7. After the event or activity, the charity may require that all literature and other printed materials are returned to themselves. Alternatively, they will require assurance that retained materials will be kept safe and will only be used again after further consultation, as above.

IcFEM Headquarters

IcFEM, P/Bag, Kimilili, 50204, Western Kenya, East Africa.
Tel: +254 5180 17085
office@icfem.org
director@icfem.org
Societies Reg No. 19347

IcFEM Europe Office

c/o 12 Ash Grove, Rode Heath,
Stoke-on-Trent, Staffs. ST7 3TD
Tel: +44 (0)161 408 0850, +44
(0)7583 407563
office@icfem-mission.org
Charity No. 1107038