



ACCEPTANCE AND REFUSAL OF DONATIONS and GRANTS Policy & Procedure

1. GENERAL ACCEPTANCE OR REFUSAL OF DONATIONS

Staff and volunteers accepting or being notified of donations should seek to identify or further verify the donor or donating organisation (as outlined in the Charity Commission, "Know your Donor- Key Questions") and any related risk in the following circumstances:

1.1 Donations considered to be of higher risk:

- Donations of £10,000 and over The Charity Commission recommends knowing the identity of donors for what would be considered "substantial" donations.
- Donations are made through a third party on behalf of an anonymous donor, the Trustees and Chief Executive will insist on knowing the identity of the donor and the nature of the donation although this will be kept anonymous from the rest of the organisation.

1.2 Donations that are unusual and could indicate a higher risk:

- Donation which come with conditions attached – these conditions must clarified as to the nature and the expectations of the conditions. GMOTFW is committed only to accepting donations which does not impose any conditions which will compromise or exert pressure on the ability of the organisation to carry out its objects or purposes (see also the policy below on acceptance of donations for named individuals).
- Donation(s) – Where there is an unusual payment mechanism, we are committed to check if there is a series of donations from the one credit or debit card. (Criminals can sometime use online donations to charities to check whether a stolen credit/debit card is working, but this should be dealt with via the online payment verification systems)
- Donations can be made using a different currency or from outside the UK. GMOTFW will verify that there no evidence to suggest that this charity is being used as a conduit to transfer funds. Also, Get Me Out Of The Four Walls is committed to ensure there is nothing else unusual or strange about the donation.

1.3 Donations where their acceptance could cause reputational harm to the Association.

- Where a donations from a companies over £2,000, the nature and reputation of their business will be ascertained and a judgement taken on whether this could cause a reputational risk.
- Any fundraising event where it would not be deemed appropriate to accept the funds raised. This should be decided on a case by case basis taking all factors into account.

1.4 Donations from another organisation

- Where it came from another charity, benevolent organisation or grant making trust and it is suspected that the Get Me Out of the Four Walls was simply being used as a channel to provide funding that fell outside the objects of the donating organisation.

1.5 Donations where a trustee or staff member is suspicious of the origins or intent.

- The Trustees and Chief Executive are committed to scrutinise any donations where they are suspicious in any way other than above and the staff are requested to report any known information.

2. ACCEPTANCE OR REFUSAL OF DONATIONS FOR NAMED INDIVIDUALS

2.1 A donation for the benefit of a specific individual should be accepted providing:

- The conditions placed on it by the donor do not compromise or fall outside the objects of the Get Me Out The Four Walls 2.1.2
- The need for this support has been verified and/or requested by Trustees and Chief Executive .
- The risk of accepting the donation from a specific individual or organisation has been assessed (see wider policy and guidance above)
- The cost to the charity of accepting a donation will not be greater than the value of the donation itself – in terms of money, time, or other factors
- Accepting a donation from a particular donor (individual or organisational) would not risk reputational harm to the charity (see general policy above)

3. OPERATIONAL IMPLEMENTATION

- .In applying the above policies, staff are to use common sense and are empowered to take responsibility for making a decision. However, if unsure, or if there is a cause for concern, the matter must be referred to a Trustee or Chief Executive
- If due diligence checks reveals evidence of a crime, the Trustees and the Chief Executive are committed to report this to the police and/or other appropriate authorities.
- Although this policy sets out where and how we can accept donations for named individuals this will not be promoted or encouraged any Trustee ,member of staff or volunteer in any way.
- This policy will be regularly reviewed.