



The Nayamba Trust Fundraising Policy

Introduction

The Nayamba Trust welcomes and actively seeks fundraising, sponsorship, gifts and donations [all subsequent references in this Policy to “fundraising”, “sponsorship”, “gifts” or donations” applies equally to all four categories] from individuals, companies and other organisations, to support its work to deliver its charitable purpose.

Purpose

This Policy is intended to state The Nayamba Trust policy with regard to fundraising and to assist trustees and volunteers seeking to attract fundraising, and to ensure all fundraising is in accordance with the Nayamba Trust’s charitable purpose and its values, and conforms to the highest ethical standards. The Policy is intended to ensure clarity and transparency for all our stakeholders, and by adhering to our Fundraising Policy to minimise any risk of bringing the charity into disrepute as a result of collaborations with or fundraising from individuals or external organisations.

Scope

This Fundraising Policy applies to all trustees and volunteers.

Ethics

To ensure The Nayamba Trust can ensure the availability of funds to deliver its charitable purpose, the Nayamba Trust actively engages in maintaining and growing a broad base of funding sources via fundraising activities from external organisations and individuals, whilst adopting set criteria guiding our fundraising activities, covering:-

- Acceptance criteria defining the principles we observe for fundraising or donations
- Avoidance criteria identifying the conditions under which we would not accept a donation, gift or other contribution with a financial benefit
- Fundraising procedures

All trustees and volunteers involved in fundraising or the acceptance of gifts and donations (including gifts in kind) should ensure that they:-

- Adhere to this Fundraising Policy
- Adhere to the Nayamba Trust’s Financial Procedures and any other relevant policies and procedures
- Act with fairness, integrity and in accordance with all applicable laws and the provisions of applicable professional codes of ethics and standards of practice

100% Model Commitment

The Nayamba Trust is proud of its 100% giving model, which guarantees that 100% of public donations it receives will go directly to Nayamba School either as a direct bank transfer or to pay for resources that will be sent directly to the school. This means that not one penny of public donations received by the Nayamba Trust will be spent on administration, advertising, marketing etc. In order to cover these costs we operate a restricted fund with a separate accounting line which only has donations from donors who have expressly requested their funds be used only for these items. All fundraising should support the Nayamba Trust’s 100% commitment and be in keeping with its values, ethics and integrity. Volunteers who carry out sponsored events for The Nayamba Trust must cover the event fees from their private funds (this may include private donations made by friends and family directly to them). Volunteers fundraising in any way must not gain financially or materially from their fundraising activity for The Nayamba Trust. If Nayamba Trust is used to promote an event / activity, 100% of all profits should go to Nayamba Trust (or be split with another charity)

Funding Nayamba School Volunteer Trips

One of the vital ways volunteers directly support our aims is by giving their time and volunteering to visit the school on short term trips. This is an amazing gift to give as volunteers not only donate their time and energy but all trips are self-funded: The Nayamba Trust does not pay for any of these trips and does not pay any costs towards them and so each volunteer is responsible for funding their own costs. This is essential in order to preserve our commitment to 100% of our fundraising going directly to Nayamba School. We understand this means that some volunteers may need to wait longer before they are able to visit.

We will also consider volunteers who seek to fund their trip through the support of family and friends. As part of the application process for joining a team, alongside what skills they can offer, we also require volunteers to detail a breakdown of how they intend to fund their trip - i.e how much from personal funds & how much from fundraising through family and friends. We will also require details of what activities are proposed to fundraise, which will need approval from the trustees in advance. See *Guidelines for Volunteering Trips to Nayamba School*

Volunteers needing to seek additional funding for their trip must:

- Only promote their trip within their friends and family circle – they must not run an event, open to members of the general public and/or advertise publicly.
- Be explicit with every communication about their fundraising that they are raising money to pay for their trip and that the money is not being given to The Nayamba Trust.
- Do not name Nayamba School or the Nayamba Trust on any public communications including social media and general crowd-funding websites as these appear on search engines and may confuse donors who are interested in our 100% model.

Acceptance criteria

Under general principles of charity law, when deciding whether to accept any particular fundraising or donation, the Trustees have a duty to demonstrate that they have acted in the best interests of the charity, and that association with any particular donor does not compromise the charity's ethical position, harm our reputation or put any future funding at risk.

The Nayamba Trust accepts fundraising, donations and other forms of support such as volunteering or gifts in kind, from individuals, companies, and other organisations on the following conditions:-

- There are strong grounds for believing the fundraising directly benefits our aims
- If a gift or donation is offered for a specific purpose then it must be for a charitable purpose of the Trust
- It is feasible to apply the donation in a way that is consistent with the donor's wishes
- The Trust accepts a donation with any reasonable obligations attached, for example, requirements of reporting back to donors the public benefit achieved from the funding, to be agreed with donor and trustees.
- In some instances, donations will be received through organisation's like Virgin Giving where the donor would not necessarily be known to TNT. In this situation TNT would rely on the organisation who would be responsible for ensuring all donations had been vetted.

Avoidance criteria

The Nayamba Trust will not instigate fundraising or accept donations or support where any of the following criteria apply:-

- The source is known or suspected with credible evidence to derive from the proceeds of crime, or from illegal activity.
- It has the potential to cause significant damage to the reputation of the Trust or acceptance is likely to deter other investors or jeopardise existing and future relationships with other donors or fundraising sources

- The funding is known or suspected with credible evidence to derive from or be closely associated with a regime known to be in violation of human rights, or from goods and services produced under conditions involving the abuse or exploitation of any person(s)
- If acceptance of a donation or sponsorship and any terms attached to it might lead to an undue and inappropriate third party influence, or impression of such influence, on the decisions or the independence of the Trust
- It has the potential to create unacceptable conflicts of interest
- Acceptance would involve onerous obligations, the cost of which would outweigh the benefits

Donors sometimes wish to remain anonymous due to a desire not to exhibit their philanthropy publicly, or for other reasons. Where a donor wishes to remain anonymous, the Chair and at least one other trustee (subject to the approval limits for fundraising detailed below) will review the potential donation and approve or decline the donation or fundraising based on the principles detailed in this Fundraising Policy.

Transparency

The Nayamba Trust will undertake to communicate this Fundraising Policy to all its stakeholders, and undertake its fundraising activities in a transparent manner.

Fundraising Procedures

Policy Review - This Fundraising Policy is subject to review and approval by the Board of Trustees on a biennial basis, or more frequently if circumstances require.

Policy Administration - The Treasurer will administer the Policy, reporting to the Trustees.

Approval Limits for Fundraising

- Fundraising / donation amounts between £2500 and £5000 require approval by a minimum of 3 Trustees
- Fundraising amounts in excess of £5000 require a majority Trustee approval decision.
- Donations made from a single source are cumulative over the course of each financial year.

Accountability - All items fundraised for a defined specific purpose, and the corresponding subsequent expenditure extinguishing the fundraised amount, will be recorded separately with the Trust's financial accounting system, and be recorded as charitable activity and restricted funds in the annual financial statements.

Gift Aid - The Trust is able to reclaim Gift Aid on any donation by an individual who has paid UK tax during the year to at least the value of the gift, and in addition has made a declaration to The Nayamba Trust that this is the case. There must be an audit trail back from each donor to a written declaration or confirmation of a verbal declaration. The treasurer maintains evidence of such declarations. Gift Aid is claimed in accordance with HMRC Gift Aid regulations.

Communications and Confidentiality - All those involved in fundraising for The Nayamba Trust have a responsibility to donors and so will adhere to the following procedures:-

Donors and prospective donors are entitled to the following, and these will be given promptly upon request:

- the most recent financial statements
- a copy of this Fundraising Policy

The privacy of donors will be respected and will be maintained in accordance with The Nayamba Trust Privacy Policy. Donors have the right to see their own donor record, and to challenge its accuracy.

Donors and prospective donors will be treated with respect, and after initial contact The Nayamba Trust will honour any requests they make to:

- limit the frequency of solicitations
- not be solicited by telephone or other technology
- limit the amount or frequency of printed or online material that they are sent

Any communications to the public in the course of fundraising activity will be truthful and open.

Reporting and Monitoring - To carefully monitor any risks and ensure that fundraising is carried out according to this policy, the treasurer will monitor individual donors to ensure approval limits for donations are adhered to. Donation details are reported at least biannually within trustee meetings and all trustees are responsible for ensuring this policy is monitored and raise any concerns for scrutiny as an agenda item at the next trustee meeting.