



Alconbury Recreation Field Charity (ARFC)

Fundraising and Donations Policy

1. Purpose and Scope

Fundraising plays a vital role in supporting ARFC's charitable purpose in maintaining, improving, and developing the recreation field and associated facilities for the benefit of the Alconbury and Alconbury Weston communities. All fundraising must support this aim.

This policy sets out Alconbury Recreation Field Charity's (ARFC) approach to fundraising and donations. It ensures that all fundraising activities are ethical, transparent, legally compliant, and aligned with ARFC's charitable objectives.

The policy applies to ARFC trustees, staff, volunteers, third-party fundraisers, and partners involved in fundraising or handling donations on behalf of ARFC.

2. Principles

ARFC is committed to:

- Maintaining public trust and confidence in our fundraising activities.
- Using donations responsibly and in line with donor wishes.
- Complying with the Fundraising Regulator's Code of Fundraising Practice, Charity Commission guidance, and relevant UK laws.
- Ensuring that all fundraising respects the dignity and rights of supporters, beneficiaries, and the public.

3. Fundraising Methods

ARFC raises funds through a combination of methods, including:

a. Fundraising Events

- Community events and sponsored activities such as fetes, raffles, and sports tournaments.
- All events and sponsored activities will be planned and risk-assessed in advance, with appropriate licences and insurance where required.
- All funds raised should be recorded, counted by two individuals, and banked promptly.

b. Appeals and Campaigns

- Targeted appeals for specific projects or general funds may be run periodically.
- Appeals must clearly state their purpose and how funds will be used.
- Progress and outcomes will be communicated to donors and the community.

c. Grant Applications

- Applications for grants are made to trusts, foundations, and public bodies.
- The Treasurer and/or designated Grants Officer oversees applications, ensuring compliance with grant terms and proper reporting.
- All applications must align with ARFC's charitable purpose and objectives, and will only be submitted with trustee approval

d. Digital Fundraising

- Use of online platforms, social media, email campaigns, and crowdfunding sites.
- ARFC ensures online giving pages are secure, compliant with GDPR, and provide clear information on how funds will be used.

e. Partnerships and Sponsorships

- ARFC may work with businesses, schools, or other organisations for mutually beneficial fundraising.
- Partnerships will be approved by trustees to ensure alignment with ARFC's values and independence.
- ARFC will not accept donations or sponsorships from organisations or individuals whose activities conflict with its charitable aims or reputation (e.g. Gambling or businesses with poor ethical records).

4. Oversight and Responsibilities

- The Board of Trustees has overall responsibility for all fundraising activities, ensuring compliance with this policy and legal requirements. Day-to-day fundraising activities may be delegated to specific trustees or volunteers, but all must operate within this policy and under trustee oversight.

- Fundraising Lead / Subcommittee/Volunteer (appointed or approved by the ARFC Board of Trustees) oversees planning and delivery of fundraising activities.
- Treasurer ensures that all funds raised are recorded accurately, banked, and reported in line with charity accounting standards.
- Event Leads / Volunteers are responsible for delivering specific fundraising activities under ARFC trustee oversight.

5. Third-Party Fundraisers and Volunteers

- ARFC welcomes individuals or organisations who wish to raise funds on its behalf.
- Third-party fundraisers must:
 - Seek prior written permission from ARFC.
 - Clearly identify themselves as fundraising “in aid of” ARFC.
 - Comply with ARFC’s branding guidelines, policies, and relevant laws.
- ARFC will only authorise external fundraising activities that clearly benefit the charity and do not expose it to reputational or financial risk.
- ARFC will provide guidance and oversight but is not responsible for their financial or legal liabilities.
- Volunteers involved in fundraising will be briefed on expected conduct, safeguarding, and financial handling procedures.

6. Complaints and Concerns

- ARFC takes complaints about fundraising seriously and will respond promptly and fairly.
- Complaints can be made via email, post, or in person.
- Procedure:
 1. Acknowledge complaint within 5 working days.
 2. Investigate and respond within 20 working days, involving trustees if required.
 3. If the complainant is unsatisfied, the issue may be escalated to the Chair of Trustees.
 4. If unresolved, complainants can contact the Fundraising Regulator.
- All complaints will be treated confidentially and with respect for all parties involved.

The Secretary will maintain a record of all complaints for review by the trustees at least annually.

7. Restricted Donations and Donor Preferences

- **Restricted Donations:**
 - Donations given for a specific purpose will be used strictly for that purpose.
 - If the project cannot go ahead, ARFC will offer donors the option of redirecting funds or a refund, where practical.
 - Restricted funds will be accounted for separately.
- **Unrestricted Donations:**

- If a donation is given without specific restriction, ARFC will apply it to the area of greatest need, as determined by the trustees.
- **Donor Preferences:**
 - ARFC respects donor wishes regarding anonymity, frequency of communications, and preferred methods of contact.
 - Personal data is processed in accordance with GDPR and ARFC's Data Protection Policy.
 - Donors can update preferences or withdraw consent at any time.

ARFC will not accept donations that would place undue obligations on the charity or conflict with its purpose or values.

8. Monitoring and Review

- Trustees will monitor fundraising activities regularly to ensure compliance and effectiveness.
- An annual fundraising summary, including income by source and any learning from events or campaigns, will be presented to the trustees as part of ARFC's annual review.
- This policy will be reviewed annually or sooner if significant changes occur in legislation, regulation, or fundraising practice.

9. Related Policies and Documents

- ARFC Financial Controls Policy
- ARFC Anti-Fraud and Anti-Money Laundering Policy
- ARFC Governance Policy
- ARFC Data Protection Policy
- Risk Assessment and Health & Safety Procedures
- Volunteer Policy

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley