



JustUs Fundraising Policy

1. Background and scope of Policy

- 1.1. JustUs is a Charitable Incorporated Organisation. It uses its charitable objectives stated in its constitution to raise money for these purposes. Funders could approach local and national trusts, Lottery, events, community groups, individuals, corporate partnerships and other organisations.
- 1.2. This policy describes the measures in place to ensure fundraising good practice within JustUs.
- 1.3. Our commitment to funders will include effective money management and project monitoring which requires close liaison between JustUs trustees and caseworkers.

2. Purpose of Policy

- 2.1. To clarify the reason for fundraising in JustUs and to detail practices adopted to ensure the Charity is exposed to minimum risk, is accountable to funders and meets the expectations and needs of the beneficiary.

3. Fundraising in JustUs

- 3.1. JustUs is committed to improving the wellbeing of its clients who may be homeless or vulnerably housed. JustUs intends to draw funding from a range of fundraising activities that allow the development of current, as well as additional and innovative services.
- 3.2. Those who benefit are amongst the most disadvantaged / vulnerable groups in society, perhaps on low incomes, facing homelessness, fleeing domestic abuse or experiencing health issues or substance use.

4. Accountability to funders

- 4.1. Fundraising enables JustUs to increase its capacity from the baseline provided by the volunteer caseworkers. JustUs is committed to ensuring that it meets any funders' requirements, and this includes acknowledging funding and effective grant co-ordination. The Charity's acceptance of money by means of a grant or donation effectively enters JustUs into a form of contract with the 'funder'. The 'funder' may be an individual, a Trust or Foundation, a company or an organisation such as a Rotary Club

5. Codes of fundraising practice

- 5.1. JustUs will adopt the Institute of Fundraising Codes of Fundraising Practice that are relevant to the Charity. These codes include:

- 5.1.1. Fundraising Code of Conduct
- 5.1.2. Fundraising from Grant Making Trusts
- 5.1.3. Acceptance and Refusal of Donations
- 5.1.4. Data Protection
- 5.1.5. Charities Working with Businesses.

- 5.2. These codes stipulate the areas that are mandatory by law, such as the need to advise a trust if the use of their grant is to be changed. They also indicate courses of action recommended as best practice, such as inviting a Trustee to become involved in a project.
- 5.3. Full details of all the Codes of Fundraising Practice can be found on the Institute of Fundraising website: www.institute-of-fundraising.org.uk under information.

6. Training and Information

- 6.1. JustUs is committed to continuing professional development for volunteers involved in fundraising and grant co-ordination. Fundraising volunteers aim to ensure that relevant funding information is disseminated through JustUs, using means including web updates and emails, so that organisationally JustUs is able to respond to opportunities as they arise.
- 6.2. Returns and reports back to funders form a crucial element of grant coordination. Those involved in fundraising will undertake to ensure that all workers / trustees are aware of funder requirements for monitoring and controlling projects. This will be carried out through meetings.
- 6.3. Contributions from funders may be acknowledged through any or all of the following JustUs publications: Annual Report, Financial Accounts and the website and Facebook pages.

7. Equality and Diversity

- 7.1. JustUs is committed to the involvement of all of the communities in which it works and will aim to raise funds for initiatives that respond to identified need. The benefit of involving beneficiaries from project conception is acknowledged as this helps to maximise quality of life improvements.

8. Financial Considerations

- 8.1. If JustUs fails to comply with the terms and conditions attached to a grant and the funder withdraws all or part of the original award, JustUs will undertake to reach a fair agreement over the amount to be returned to the funder and return such monies.

9. Legal considerations

- 9.1. Where the acceptance of grant funding necessitates a formal contract, a member of the Board of Trustees will sign in agreement to the terms and conditions of the

grant. At this point JustUs legally undertakes to use its best endeavours to resolve any dispute which may arise under the agreement.

- 9.2. This policy will be revised to take into account any developments or changes in the law.
- 9.3. All fundraisers must comply with the code of ethics outlined here. Any juveniles carrying out fundraising events must do so only in conjunction with an adult fundraiser, other non-JustUs organiser such as a parent or teacher, and under strict direction.

10. Monitoring

- 10.1. Financial and Statistical monitoring occurs on an ongoing basis and reports are submitted according to any external funder requirements and internal controls.

This policy will be subject to review and approval every three years.

Adopted: June 2015
Last Reviewed January 2018
Next Review date: January 2021