



SCOTTISH PARA-FOOTBALL

Fundraising Policy

This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.

Policy Statement

This policy relates to all aspects of fundraising within. It sets out a framework and protocol for fundraising and receiving money in a consistent and fair way. All arrangements are conducted in keeping with Scottish Para-Football Equal Opportunities Policy. Fundraising activities carried out by Scottish Para-Football will comply with all relevant laws.

Background and Scope

Scottish Para-Football is a charity within Scotland which aims to improve Para-Football in Scotland by supporting Para-Football Game Leader Organisations to provide the best environment for their players and raise awareness for the game. Scottish Para-Football will also be the voice for Para-Footballers within Scottish Football.

This policy describes the measures in place to ensure fundraising good practice within Scottish Para-Football

Included within the scope of this policy is grant co-ordination for the period of an award which could be up to five years. Our commitment to funders will include effective money management and project monitoring which requires close liaison between the project leader and the board of Scottish Para-Football.

The policy applies to all board members, staff and volunteers all of whom are responsible for adhering to this policy.

Purpose

To clarify the reason for fundraising in Scottish Para-Football 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

Elements of the Policy

Fundraising for Scottish Para-Football

Scottish Para-Football is committed to improving Para-Football in Scotland which will allow participants to reach their full potential. However, as a registered charity Scottish Para-Football is restricted from using certain monies for certain purposes and instead draws funding from non-traditional means such as Sponsors and Grant Funders to develop initiatives. Scottish Para-Football aims to support the Game Leader Organisations to develop Para-Football in Scotland as well as allow a voice for Para-Footballers within Scottish Football.

Accountability to Funders

Fundraising allows Scottish Para-Football to support and to add value to projects and create unique experiences for those living with a disability and participating within Para-Football. As a result,

Scottish Para-Football develop a particular and specific commitment to the non-traditional stakeholder. We are committed to ensuring that we meet our funders' requirements and this includes acknowledging funding and effective grant co-ordination.

The charity acceptance of money by means of a grant or donation effectively enters Scottish Para-Football into a form of conduct with the 'funder'. The 'funder' may be an individual, a Trust or Foundation, a company or an organisation.

Code of Fundraising Practice

To maintain the highest standards, we will ensure of fundraising in compliant with Fundraising Codes of Conduct and as areas that are mandatory by law.

- No general solicitations shall be undertaken by telephone or door-to-door
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Scottish Para-Football
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical
- Fundraising activities should not be undertaken if they will expose the organisation to financial rash specifically excluded from making financial contributions to Scottish Para-Football
- A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Scottish Para-Football
- A report on fundraising will be prepared by the Board for inclusion in Scottish Para-Football annual report

Minimising Exposure to Risk

Risk is minimised by carrying out a feasibility study presented to the Board for approval for large projects requiring new staff

Training and Information

Scottish Para-Football is committed to continuing professional development for staff and volunteers involved in fundraising and grant co-ordination. Staff aim to ensure that relevant funding information is disseminated through Scottish Para-Football, using means including web updates, social media, email so that Scottish Para-Football is able to respond to opportunities as they arise.

Returns and reports back to funders form a crucial element of grant co-ordination. Scottish Para-Football will undertake to ensure that the Board are aware of funder requirements for monitoring and controlling projects. This will be carried out through meetings and/or membership of project steering group / sub committees.

Contributions from funders may be acknowledged through and or all of the following Scottish Para-Football publications: Annual Report, Financial Accounts, Websites, Social and Digital Media. Scottish Para-Football will undertake a branding agreements where large sums have been achieved and are committed to maximising materials and Scottish Para-Football publications.

Confidentiality

All personal information collected by Scottish Para-Football is confidential and is not for sale or to be given away or disclosed to any third party without consent

Financial Considerations

Annual budgeting reviews will make appropriate provision for Scottish Para-Football to manage all existing grant contracts. Care will be taken to cost applications correctly so that projects are not jeopardised by under-funding. If Scottish Para-Football fails to comply with the terms and conditions attached to a grant and the funder withdraws all or part of the original award, Scottish Para-Football will undertake to reach a fair agreement over the amount to be returned to the funder and return such monies

Legal Considerations

Where the acceptance of grant funding necessitates a formal contract, a member of the Board will sign in agreement to the terms and conditions of the grant. At this point Scottish Para-Football legally undertakes to use its best endeavours to resolve any dispute which may arise under the agreement.

Reviews of the law relating to fundraising and fundraising activate, governance and charitable status are currently ongoing. This policy will be revised to take into account any developments or changes in the law that may result from the initiatives.

Policy Appeals

Any appeals relating to his policy can be made directly via Scottish Para-Football

Mechanism for Delivering Policy and Other Issues

The mechanism for delivering policy objectives will be the targets and timescales

Health and Safety

Every endeavour will be made to ensure that bid applications to fund community-based initiatives are drawn up to take into account the Health and Safety of the beneficiary group.

Monitoring

In addition to fundraising, the Board is also responsible for detailed analysis of all grants. Financial and Statistical monitoring occurs on an ongoing basis and reports are submitted according to external funder requirements and internal controls

Document Control

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