

Mamie Martin Fund Policy

Donations



The work of the Mamie Martin Fund is only possible because of the generous donations of friends and supporters. These supporters are mostly individuals who believe in our mission and wish to help us to achieve it. Some donations come from organisations who also support our work. We are grateful for all of these donations. This policy sets out our principles and processes in relation to donations and has been formulated in order to clarify our position in relation to some aspects of receiving, acknowledging or, in exceptional circumstances, declining donations.

Underlying principles of accepting or refusing donations

Mamie Martin Fund trustees must act reasonably and prudently in the interests of the charity in pursuing the charity's purposes, as set out in its constitution. Because they have to act in the interest of the charity in pursuing its purposes, trustees must, when deciding whether to refuse a donation, do so only if to accept it would be more detrimental to the charity than rejecting it. Trustees have to decide these matters on a case by case basis and this policy is there to guide them and their staff in decision-making.¹ Donations to the Mamie Martin Fund would only be rejected in exceptional circumstances.

Scope of this policy

This policy applies to all types of donation i.e. cash, legacies, sponsorship, corporate, pro bono work, donations in kind.

Recording of donations

All monetary donations to the Mamie Martin Fund are logged with the following information

- Who made the donation
- On whose behalf the donation is made, if different
- Reasons for the donation
- Connection with the Mamie Martin Fund, if any.

Online donations to fund-raising pages usually include this information.

Acknowledging donations

All identifiable donations are acknowledged, either by the Trustee involved in receiving the donation, or the Mamie Martin Fund administrator. The only exception

¹ Extracted from and informed by: Institute of Fundraising, *Donation acceptance and refusal, policies and processes guidance*, undated but on their website in January 2018

to this is when a donor has expressly asked not to be contacted, see 'online donations' below.

Unsolicited monetary donations from new donors

Where unsolicited monetary donations from new donors of more than 5% of the Mamie Martin Fund turnover of the previous year are received by post or in person, they are to be flagged to the Board on day of receipt.

These donations are not banked until approved by two members of the Board.

Where such donations are made online or by bank transfer they are flagged by the Administrator to the Board as soon as possible.

Grounds on which a donation might be refused

Refusal of any kind of donation would be the responsibility of the Board.

Anonymous donations of more than 5% of the Mamie Martin Fund turnover of the previous year will be declined.

A donor of more than 3% of the Mamie Martin Fund turnover of the previous year who refuses to identify themselves to the organisation, even when guaranteed confidentiality, will be treated with caution. Advice about any such donations will be sought from OSCAR.

Donations of any kind or value will be refused on the following bases:

- a. It would be unlawful to accept it (e.g. the organisation knows that the gift comprises the proceeds of crime); or
- b. Accepting the donation would be detrimental to the achievement of the purposes of the Mamie Martin Fund, as set out in its constitution. Such detrimental or anticipated detriment will be set against the benefit of having the funds from the donor, which enable the Mamie Martin Fund to pursue its purposes. Such detriment may be a result of a donation from sources known to be involved in activities counter to our mission, for example extreme right-wing politics, child labour, human trafficking or exploitation of employees.

Possible detriment would include reputational damage from association with the donor leading to

- loss of donations from other supporters or funders at least equivalent, over the long term, to the value of the donation
- loss of volunteers whose services would be at least of as great value as the donation
- loss of staff and/or difficulty in recruiting staff.

The organisation does not need to establish an overwhelming case; trustees merely have to act reasonably. If they take account of relevant factors, disregard irrelevant ones and take a decision that a reasonable trustee could have taken then they will have complied with their duties.

Online donations

When an online donor has indicated that they do not wish to be contacted by the fundraiser or the charity,

- neither MMF or the fundraiser will acknowledge that donation
- that donor will not be added to any list or database within our organisation
- we will not pass on information about that donor to a third party, including the fund-raiser of that donation page or event where relevant.

Other situations

Any donation which has non-standard donor-specific conditions attached (such as on positive publicity of the donation) requires prior Board approval. Any public statements about the donation require prior approval of both parties.

When an employee, volunteer or Trustee learns that a previously-accepted donation would have been unacceptable within the terms of this Policy, the matter is immediately reported to the Board.

Donations from potentially vulnerable donors, e.g. money from people with illnesses which may affect their judgement, are to be reported to the Board in the first instance.

Policy implementation

Whenever a decision is taken to refuse a donation, the Board will decide how much detail it gives to the donor or other third parties about the reasons for the refusal.

A clear audit trail of all decisions regarding donations will be kept.

All decisions about declining a donation will be communicated to the donor by a senior member of the Board.

The Mamie Martin Fund Administrator will oversee the implementation and use of this policy. This policy will be reviewed at Board level every two years.

Policy approved by Mamie Martin Fund Board on 19th March 2018

Policy due for Review on 19th March 2020