



Fundraising Policy

Version History

Date	Created by / Amended by	Comments	Owner
Aug 2017	Rachel Aslet-Clark	Created	General Manager
Jan 2024	Reviewed	Updated for legacies	RAC for CEO
Oct 2025	Reviewed	Review, restructure and reformat. Inclusion of Fundraising Regulator inclusion	CEO

1. Purpose and Scope

The Apuldram Centre (801169) supports adults with learning disabilities to live fulfilling and independent lives through its Community Hub, Supported Living and Day Services. Fundraising provides essential unrestricted and restricted income to help the organisation deliver and develop these services. This policy outlines how The Apuldram Centre will fundraise responsibly, ethically, and in full compliance with all legal and regulatory requirements.

2. Principles of Fundraising

The Apuldram Centre is committed to conducting all fundraising activities in a way that is legal, open, honest and respectful. We are registered with the [Fundraising Regulator](#) and follow its [Code of Fundraising Practice](#) to ensure the highest standards of integrity and transparency in all fundraising efforts. The organisation will:

- Comply with all relevant fundraising laws and regulations.
- Act with honesty, integrity, and respect in all dealings with donors, supporters and the public.
- Promote a culture of transparency and accountability.
- Protect the reputation and independence of the charity.

3. Compliance and Regulatory Framework

The Apuldram Centre follows guidance from the Charity Commission ([CC20:Charities and Fundraising](#)) and the Fundraising Regulator's Code of Fundraising Practice. We also comply with relevant legislation, including the Gambling Act 2005, Data Protection Act 2018, UK GDPR, and other applicable laws governing charity fundraising activities.

The Senior Management Team (SMT) supported by The Apuldram Centre's Trustees are responsible for oversight of all fundraising activity and will ensure:

- Legal and financial compliance, including Gift Aid, VAT, and lottery returns.
- Appropriate budgeting and accounting for all fundraising income and expenditure.
- Insurance cover for fundraising activities.
- Due diligence and legitimacy checks for all donations and fundraising partners.
- The prevention and reporting of fraud or financial crime.

4. Fundraising Methods

Regular fundraising activities undertaken by The Apuldram Centre include:

- Incidental non-commercial lotteries and raffles in line with the Gambling Act 2005.
- The 100 Club small society lottery registered with Chichester District Council.

- Legacies – we provide information about leaving a gift in a will but do not offer will-writing services.
- Events – including sales of produce and crafts made by or on behalf of beneficiaries.
- Grant applications to UK trusts, foundations and funding bodies.
- Donations from individuals and corporate supporters including public collections – online and in-person
- Targeted fundraising appeals or crowdfunding campaigns where appropriate.

Occasional or one-off activities, including the engagement of external speakers, will be approved by the SMT or Board of Trustees to ensure alignment with the organisation's values, legal obligations, and safeguarding responsibilities.

5. Ethical Fundraising and Refusal of Donations

The Apuldrum Centre will not accept donations or support that could compromise its independence or damage its reputation. All offers of support will be considered in line with our values and charitable objects. The Trustees reserve the right to refuse any donation that:

- Conflicts with the charity's mission or ethical standards.
- Arises from unlawful or unethical activity; or
- Might place the charity under undue influence or obligation.

6. Donor Care, Transparency and Data Protection

We are committed to treating all donors with fairness, respect and gratitude. Donors will receive appropriate acknowledgement for their gifts, and their preferences will be respected.

The Apuldrum Centre complies with UK GDPR and the Data Protection Act 2018. We store donor information securely, use it only for legitimate charitable purposes, and never sell or share data with third parties for marketing. Supporters can withdraw consent or request data deletion at any time.

7. Complaints and the Fundraising Regulator

We take all complaints about fundraising seriously and handle them promptly in accordance with our Complaints Policy. Complaints should first be directed to The Apuldrum Centre so that we can seek to resolve them internally.

If a complainant is not satisfied with our response, they may refer the matter to the Fundraising Regulator:

Fundraising Regulator

Eagle House, 167 City Road, London EC1V 1AW

Website: www.fundraisingregulator.org.uk

8. Responsibilities and Monitoring

The SMT and Trustees are responsible for ensuring the charity complies with this policy. The CEO and designated staff oversee day-to-day fundraising activity. All staff and volunteers involved in fundraising must adhere to this policy and the Fundraising Regulator's Code of Fundraising Practice.

9. Policy Review

This policy will be reviewed every three years or sooner if there are changes to relevant legislation, Charity Commission guidance, or Fundraising Regulator requirements.

