



Registered Charity Number 1058931

www.pdccf.org

Donations Policy

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Donation acceptance and refusal policy

Introduction

The PDCCF relies on donations and fundraising for the money needed each year to run the services which it provides. The services offered by the PDCCF are only possible because of the kindness and support received. The PDCCF is very grateful to its supporters.

The following policy and guidelines are to help the PDCCF to determine which monies and support it should and should not accept in order to act in the best interests of the charity and preserve its good reputation.

The policy applies to all supporters, which includes individuals and businesses.

The duty to adhere to this policy applies to all PDCCF Trustees.

For the purposes of this policy the terms 'support' and 'donations' include cash, sponsorship, pro bono work, legacies, trusts, funds or support in kind.

Our principles for accepting, refusing or returning donations

The Trustees consider carefully before accepting, refusing, or returning donations; any decision will be made based on the best interests of the PDCCF. Decisions are made on a case-by-case basis. Considerations that might influence the Trustees' decisions:

- If it would be unlawful to accept the donation or support (e.g. if the trustees were aware that the donation comprised of proceeds from criminal activity)
- If it would be detrimental or anticipated to be detrimental to the achievement of the purposes of the PDCCF, and in particular where the detriment is likely to be greater than the benefit of accepting the donation
- If the donation would be contrary to the PDCCF's ethics and values
- Where accepting the donation could lead to significant loss of donations from other supporters or significant loss of support from volunteers
- Where accepting a donation could cause or potentially cause damage to the PDCCF's reputation
- Where there is a moral obligation to return or refuse the donation

The Board of Trustees reserve the right to apply different decisions in different circumstances.

Illegal or Immoral Fundraising

1. No support should be accepted that has been raised illegally or that is illegal.
2. The PDCCF should make supporters who intend holding public collections, ticket sales or lotteries aware of the need for licences as required by law. The PDCCF trustees should not agree

to accept the future proceeds of unlicensed public collections, ticket sales or lotteries, where licences are required by law.

3. Judgement on a case by case basis should be applied where PDCCF trustees are asked to accept funds from unlicensed activities after they have taken place in good faith but in ignorance of the law. This may require the relevant public authorities to be informed retrospectively.

4. Money raised immorally should not be accepted. Judgement should be made on a case by case basis.

5. Funds from lotteries, games of chance, raffles, the National Lottery or other grant funding charities are acceptable.

Donation acceptance and refusal for specific industries

This deals with support that it may be unethical to accept or support that could be controversial rather than unethical.

Alcohol industry

- Support from alcohol manufacturers or businesses will be considered on a case by case basis.
- Support from retailers that sell alcohol among many other products, such as supermarkets and newsagents, is acceptable.
 - Funds from alcohol companies where consumer promotion involved marketing that encourages harmful drinking will not be accepted.
 - Donations, sponsorship or gifts in kind from alcohol producers will not be accepted if they encourage excess consumption.
 - Donations related to alcoholic drinks that are aimed at younger drinkers will not be accepted.

Tobacco

- The PDCCF will not accept any support from tobacco companies, or companies that supply essential components in tobacco manufacturing and packaging.
- Support from retailers that sell tobacco among many other products, such as supermarkets and newsagents, is acceptable.

Medical or pharmaceutical products

- Support from the medical or pharmaceutical products or service sector will be considered on a case by case basis.

Child labour & offensive or sexual objectification of either sex

- Support from companies known for exploiting child labour will not be accepted.

- Funds from producers of pornography will not be accepted.
- Support from organisations known for offensive or sexual objectification of either sex is not acceptable.

Food & drink industry

- Support from the soft drinks, 'fast food' and confectionery sectors will be considered on a case by case basis.
- Support from a company in the food or drink industry, that promoted unhealthy over-consumption will not be accepted.

If an employee of a company from one of the above industries, personally wishes to support and donate to the charity from personal efforts then that would be acceptable.

The PDCCF would accept matched donations of employee fundraising from a company from one of the above industries.

Industries with significant impact on the environment

Support from companies known for polluting the environment:

- Support from companies known for pollution of the environment will be judged on a case by case basis but in general would not be accepted.
- Support from companies proven to cause terminal illness in the UK through pollution will not be accepted.

Legacies

Legacy gifts are generally treated in the same way as other donations.

If a legacy is left to the PDCCF with a restriction that can no longer be met then the Trustees would speak to the executors before accepting the legacy. If agreement cannot be reached with the executor then advice will be sought from the Charity Commission.

Use of the PDCCF name

No company or individual should use the PDCCF name to raise funds without first informing a PDCCF trustee. Use of the PDCCF name or logo in printed materials should only be used with prior agreement.

Money Laundering

- The PDCCF trustees should exercise caution where large donations are offered from persons unknown and where the trustees do not receive satisfactory replies regarding their provenance.

- The PDCCF will not accept offers of time limited donations i.e. free loans after which the capital is returned, unless the Trustees decide that exceptional circumstances warrant such an arrangement.
- The PDCCF trustees will record the reasons for accepting or rejecting such donations in writing.

Procedures for implementing the Acceptability of Donations Policy

Liability and Delegated Authority

- The Trustees are ultimately responsible for the acceptance or rejection of support for the PDCCF. Support for a charity can be rejected where it can be reasonably judged that acceptance of such support would damage the core interests of the charity.
- The trustees must be consulted and must have the final decision where it is proposed that support will be turned down in accordance with this policy.
- Where the Trustees decide to refuse or return a donation, they will keep a minute of the decision and the reasons for it.
- The Trustees reserve the right to consult the Charity Commission to seek their view on whether or not to refuse a particular donation.
- The Trustees will report anonymous donations from an unknown source of over £500 to the Charity Commission. It is acceptable for the PDCCF to allow a known donor to remain anonymous if they choose to do so.

Refusal of funds

- The Trustees will communicate the refusal of significant support or a significant donation to the individual or organisation.
- The Trustees will decide how much detail is given to the supporter or third parties about the reasons for refusal of a donation.

Return of funds

Changes in circumstances of donors may the P.D.C.C.F to return monies given up until that time.

- There may be circumstances where there is a legal obligation to return a donation.
- Where restricted funds have been raised but the PDCCF are unable to allocate those to the specific activity or campaign, the PDCCF trustees will inform the donor of the reason and determine how these funds can be reallocated.

Any return of monies must have the approval of the Trustees.

Debate and Discretion

This policy cannot provide a set of complete and absolute rules; case by case judgement by the Trustees will be required to interpret these guidelines.

Appeals process

There is no requirement for the Trustees to provide a right to appeal.

Vulnerable supporters & donors

The Trustees will consider carefully before accepting money from people with illnesses which may affect their judgement or lead to external control of their money.

Unacceptable donors

The Trustees will take into consideration the principles for accepting, refusing or returning donations in relation to unacceptable donors.

Some examples of where the Trustees will apply these principles may include:

- Where a donation or offer of support is from a person under a police investigation, or an offender or ex-offender that acquired funds in a way that could have caused or may lead to harm.
- Where a person under a police investigation, or an offender or ex-offender uses fundraising to defend their character.
- Where a donation or offer of support is from a person under a police investigation, or an offender or an ex-offender that conflicts with the PDCCF values e.g., where the police investigation or conviction or previous conviction is for criminal offences, such as murder, sex offences, aggravated assault, or another serious unlawful act.
- Where an individual has a current conviction for serious offences, such as murder, sex offences, aggravated assault, or another serious unlawful act.
- An individual using an alias to deceitfully conceal their identity.

In considering the above, the PDCCF trustees will need to give due weight to the presumption of innocent until proved guilty.

If an individual is accused of an offence they would be assumed innocent until proven guilty upon conviction and the gift returned or donation returned that was received from the individual.

The Trustees will be informed where they are advised of a serious Safeguarding concern regarding a current or potential supporter. This may lead to their support being rejected.

The PDCCF may accept support from the prison service from both prison officers and those serving sentences; this will be reviewed on a case by case basis.

Where a donation has been received from an unacceptable donor, the PDCCF will aim to give the money directly back to individual donors.

Legal frameworks to be considered

In applying the policy, the Trustees will consider guidance from:

- The Fundraising Regulator
- The Charity Commission
- GDPR 2018
- Freedom of Information Act
- The Bribery Act 2010
- The Gambling Commission Act
- Finance Act
- Proceeds of Crime Act 2002
- Terrorism Act 2000

This is not an exhaustive list.