



THE BUMBLEBEE CHILDREN'S CHARITY
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6.1 Fundraising Policy

Policy statement

To ensure ongoing service delivery, we require funds for premises, staffing, training, equipment, resources and to support our families as need arises. Our fundraising promise to the general public and our service users is that our fundraising, in all its forms, is legal, open, honest and respectful. We will be honest about how donations are used to fulfil our mission, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with and we will take all steps necessary to comply with the law and sector fundraising practice standards.

- We will take responsibility for our actions, ensuring that our fundraising is carried out in line with the Code of Fundraising Practice.
- Nobody directly or indirectly employed by or volunteering for The Bumblebee Children's Charity shall accept commissions or bonuses for fundraising activities on behalf of the charity
- No general solicitations shall be undertaken by telephone or door-to-door to the public. If our fundraisers, those employed by the charity identify signs of vulnerability, they will respond appropriately and according to the principles of being legal, open, honest and respectful.
- We will always be respectful. This means being mindful of and sensitive to any particular need that a donor may have. It also means striving to respect the wishes and preferences of the donor.
- We will treat donors fairly. We will not discriminate against any group or individual.
- We will respond appropriately to the individual needs of our donors. We will consider all requests to adapt our approach (tone, language, communication technique) to suit the needs and requirements of the donor.

Legal and Regulatory Compliance

This policy and related procedures takes into account the following legal requirements and regulatory codes, standards and guidance:

- Charities (Protection and Social Investment) Act 2016



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miracles in movement

- Charities Act 2006 3 Version 1: Aug 2018 Fundraising Policy
- Charities Act 1992
- Data Protection Act 2018 and General Data Protection Regulations (GDPR).
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Fundraising Regulator Code of Fundraising Practice
- Institute of Fundraising Treating People Fairly Guidance
- Gambling Act 2005
- Mental Capacity Act 2005
- Bribery Act 2010

Fundraising activities covered by this policy

Charitable funds consist of but are not exclusively limited to:

- Money left in a legacy for the benefit of the charity
- Money which has been raised through fundraising events
- Money which has been donated as a result of a fundraising appeal
- Money that has been received through grant applications
- Corporate sponsorship
- Charitable foundation funds
- Tangible personal property (gifts-in-kind)
- Pledges (for example Fixed Crowdfunding)

Acceptable fundraising activities

- All fundraising by means of lotteries, e.g. raffles, etc. must comply with the required licensing arrangements.
- All fundraising publicity must state quite clearly how the fundraising will benefit the Charity and where further information of the Charity's fundraising policy can be located.
- It shall be the responsibility of the Board of trustees and the Administrator to coordinate the soliciting of funds from individuals, foundations, businesses, corporations and organisations in order to avoid an excessive number of solicitations in the name of the Charity.



THE BUMBLEBEE CHILDREN'S CHARITY

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Acceptance and refusal of donations

In deciding whether to accept or decline a donation or gift the Charity will consider it's best overall interest and will not accept donations from donors whose activities appear to be in direct conflict with our charitable aims and objectives. Additionally the Charity will not work with companies or individuals who participate in activities which:

- could cause detriment to the charity's reputation
- will disproportionately decrease the amount of donations to further the work of the charity
- undermine our vision and values
- are associated with unsuitable products, corporate or individual e.g. arms dealings and tobacco
- are from individuals, groups or organisations which are known to take advantage of vulnerable people
- are from unknown sources of funding.
- potentially harm our relationships with other donors, service users, stakeholders or volunteers
- expose us to undue adverse publicity or reputational risk
- require unacceptable expenditure or additional charity resources

All anonymous donations of £25,000 or more will be reported to The Charity Commission as a serious incident in line with current Charity Commission guidelines.

Vulnerable Donors

- When responding to a supporter or member of the public in vulnerable circumstances, trustees and staff must take all necessary steps to understand if the supporter is able to make an informed decision about donating to the Charity and respond appropriately.
- If a supporter is deemed unable to make an informed decision the member of staff must not accept the donation.
- The charity will ensure two members of staff are present when receiving a donation from a vulnerable donor e.g. with illnesses or conditions which affect their judgement.



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Financial Controls and Records

The control and management of these Charitable Funds is the responsibility of the Board of Trustees of The Bumblebee Children's Charity.

Recording, Monitoring & Reporting on Funds.

Grant Applications and Recording

A grant application is made and logged on Zoho. Once a decision has been received, Zoho is updated with the outcome and any relevant information.

Receipt of Grant or Donation

If the funds are being paid into the charity's general funds, a thank-you letter is sent to the donor. If the funds are restricted then spreadsheets are set to monitor spending of the grant and copies of the invoices are kept.

- BACS payments: Once the funds have been received, the payment is matched on Xero and allocated to the correct fund/pot.
- Cheque payments: A copy of the thank-you letter and the cheque are scanned and saved on the computer. The cheque is then paid in at the Post Office into our bank account. The payment is subsequently matched on Xero and allocated to the correct fund/pot.
- Cash donations: Cash is counted with at least two people present and the amount is counterchecked before being recorded and paid into petty cash.

For further information on the procedures for financial transactions, please refer to Section 2.7 – Financial Policy, which covers cash and cheque receipts, BACS payments and petty cash. Some funders require a report detailing how the funds have been spent. Some funders have their own reporting systems that must be completed, while others require a written report from us. Where appropriate, the written report will include case studies to demonstrate the positive impact the funding has had on the children and families we support. All reporting deadlines are entered into the online diary to ensure that reports are completed and submitted in a timely manner.

Complaints

The charity will respond to all complaints from our donors or members of the public in a timely, respectful, open and honest way in line with our Complaints procedure.

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Date August 2026

Name of signatory Lindsay Warne

Role of signatory Charity Administrator Signed on behalf of the Trustees