

Fundraising Principles and

Robert Emmet Community Development Project

comply with the sector's
'Guiding Principles for Fundraising'.

RESPECT the rights, dignity and privacy of our supporters and our beneficiaries. Undue pressure will not be placed on anyone to make a gift and a supporter who wishes to cease giving will have that decision respected.

Beneficiaries will never be represented in a disrespectful or patronising way, by this organisation or by any third party who fundraises on our behalf.

HONESTY and integrity is an underlying principle of all our work. We will act in an honest manner and be truthful in all our dealings. We will answer all questions about our fundraising activities and fundraising costs within a reasonable timeframe.

OPENESS and transparency underpin all our transactions the charity will be as open as possible. Information about our activities and purpose is freely available. Robert Emmet CDP is accountable to our beneficiaries and to donors in a range of different ways. Any donor or beneficiary who is unhappy should request and receive a copy of our complaints procedure.

DONORS

Donors can expect that their donation is used for exactly the purpose stated.

If a donation is made with a specific request, that donor's request will be honoured.

All Donors have the right to request further information about finances and fundraising in relation to a specific campaign.

Donors will receive a written record of their donation irrespective of amount.

Donors are invited to call 01 6708880 to check with the office or check online about a fundraiser or a fundraising event.

Donors can request to have their names removed from any mailing list.

Donors can be assured, their details will never be passed along to third parties.

Donors can request that their donation remains anonymous.

FUNDRAISERS

All fundraisers on behalf of Robert Emmet Community Development Project will fully disclose their relationship with the project.

Any third party fundraiser will adhere to these principles and procedures.

This will normally be subject to the written agreement of the parties.

Fundraisers receive no remuneration for fundraising on behalf of Robert Emmet Community Development Project. They are either employees of the project, directors or volunteers.

If this changes in the future, we will amend these notes.

Financial controls

Robert Emmet Community Development Project has its accounts audited externally annually.

The charity has very tight internal financial control procedures which are reviewed regularly.

These procedures follow best practice in financial management to ensure that funds are used effectively and any risk of misuse is minimised.

A statement of annual accounts is freely available to the public and to donors.

Procedures

Any cash sums collected will be recorded and counted with 2 people present.

All donations are recorded.

All donations received, unless stated otherwise will be lodged into Bank Account No. 3.

In any activity raising funds, we will accurately describe the activity or event for which we are fundraising and we will have a plan in place for dealing with any shortfall or excess in our fundraising.

Others fundraising on our behalf must comply with these principles.

How to donate

Individuals, Organisations and Groups can donate to Robert Emmet Community Development Project in the following ways

- Giving a cheque or cash to staff member of Robert Emmet Community Development Project.
- Lodging directly into

- o Robert Emmet Community Development Project Ltd/3
 - o Bank of Ireland Smithfield
 - o Bank Account No. 61120903, Sort Code 900092
- Contributing at a fund raising event being organised on behalf of the Robert Emmet Community Development Project.