



**TreeLink**  
STIRLING

# Fundraising Policy

Procedures for making funding applications and for fundraising activities

## ***Making funding applications.***

Good applications are usually made by the people involved in developing the project to be funded, who can show enthusiasm and knowledge about what they want to achieve. The main responsibility for making funding applications therefore lies with project leads. Applications should be agreed in principle by board before funders are contacted to ensure that multiple applications are not being prepared for a single fund. Draft applications should be subject to a constructive review by another trustee if deadlines allow. All applications should be reviewed by the treasurer and agreed by the board before submission.

Any successful application should be followed through by the trustee responsible for the project who should ensure that the agreed funding outcomes are met, the money spent timeously and a report submitted to the funder if required. If necessary the project lead should be in touch with the funder during the project to agree any modifications to the outcomes and/or spend. All receipts and invoices must be given to the treasurer.

## ***Fund-raising activities***

Most charities undertake some fund-raising activities to generate unrestricted funds. It is also possible to use fundraising activities to fund project costs and working groups can undertake fundraising for specific projects.

The organisation of fundraising activities need not be undertaken by a trustee. However, any funding raising activity should be agreed in advance by the board and each activity should be linked to a named trustee for liaison and oversight to ensure that it is legal, ethical and in line with TreeLink values.

Where possible all funds raised should be collected via CAF Donate, the on-line donation facility. This ensures that the risks associated with cash handling are minimised and that donors have an opportunity to claim gift aid on any donations.

TreeLink will ask members to remember TreeLink if fundraising opportunities arise, for example if their workplace is looking for nominations for 'charity of the year'. TreeLink also welcomes it if members who are participating in sponsored events discuss the possibility of doing so for TreeLink. We would ask that they do not enter in TreeLink's name unless agreed. TreeLink may itself organise fund-raising events or facilitate members taking part in mass fundraising events.

## ***Responsibilities***

Overall responsibility for the implementations, monitoring and review of this policy and procedures lies with the treasurer.

Implementation and adherence to this policy is the responsibility of all trustees and other volunteers within the organisation.