



## Fundraising Policy

### Purpose

Croquet England is a registered charity, and like many other charities raises funds from a variety of sources. This policy addresses Croquet England's commitment to the Charity Commissions guidance on fundraising (CC20) and the Fundraising Regulator's Code of Fundraising Practice. It sets out the responsibilities of all those involved in fundraising.

### Policy

- All fundraising activities must be approved in advance by the CEO.
- All fundraising activity must be in accordance with the Code of Fundraising Practice. We will adhere to the principles of the Code, namely that our fundraising will always be legal, honest, open and respectful.
- All funds raised will be used for the purpose for which they were raised. If this is not possible (for example if a fundraising target is not achieved), restricted funds must either not be collected, or returned to donors.
- All funds raised must be notified to Croquet England no later than 10 days after the conclusion of the campaign, and transferred within a further 10 days either to Croquet England or as directed within the Approval for the fundraising activity.

### Fundraising Methods and Sources

- Croquet England will not conduct any public fundraising, whether attended or unattended, nor participate in any cold calling or door-to-door solicitation. Nor will Croquet England solicit third parties to raise funds on our behalf.
- Croquet England will not accept anonymous donations. (This is to enable transparency and reporting about the source of donations; donors can ask not to be named in any publicity.)

### Due Diligence

- Records must be maintained of all donations, grant applications and funding bids, whether accepted or refused. These records will be available to the Treasurer, Executive, Trustees and authorised third parties on request.
- Personal information provided to Croquet England as part of a fundraising campaign will be kept confidential and will not be sold, rented, or given to any third parties other than as required by the previous clause. Attention is drawn to Croquet England's Data Privacy Notice.
- Large donations (over £2000), donations from unknown or unusual sources, any donation from overseas or in foreign currency, or donations made in cash must be subject to due diligence checks in accordance with Charity Commission "know your donor" principles.

- Any donation, or offer of donation, over £20,000 must be immediately notified to the CEO and Treasurer. If such an offer is anonymous, it must also be reported to the trustees as a Serious Incident.

## **Gift Aid**

- We will seek to maximise all donations by claiming gift aid from HMRC wherever possible.
- If a fundraising campaign is expected to be eligible for gift aid, or in the event of doubt, the matter should be discussed with the Treasurer prior to approval.
- Donors will be asked to complete a gift aid declaration, which will be filed. Claims will be made to HMRC in line with the requirements of current legislation.

## **Fundraising Materials**

- Must clearly state the purpose of fundraising activity, and that it is on behalf of Croquet England.
- Must be truthful, not exaggerate and comply with section 8 of the Code of Fundraising Practice.
- Must not use claims or images that people may find shocking.
- Only use imagery for which permission has been obtained/granted, and for which any people who could be identified from the material have given informed consent.
- If any costs are to be deducted from donations this must be made clear to potential donors. Where possible, all costs of fundraising events will be covered so that all donations will go directly to cover the charitable work of Croquet England.

## **Complaints**

Any complaint about the conduct of a fundraising campaign shall be handled by the Complaints Procedure, except that a complaint may be made by a person affected by a fundraising campaign whether or not they are a subscriber or affiliate of Croquet England.

## **References**

[Data Privacy Notice](#)

[Charity Fundraising \(CC20\)](#)

[Code of Fundraising Practice](#)

[Complaints Procedure](#)

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