

# **South Devon Players Theatre & Film Company**

## **Fundraising policy**

### **Fundraising Policy and Procedures**

#### **Introduction**

The South Devon Players Theatre & Film Company is an organization whose core objectives are

- To create newly researched historical theatre & film projects to a high standard.
- To help local people gain skills in theatre, film, & associated media, as well as interpersonal, communication and technical skills, personal confidence, as required, through participation in our projects.
- To help local people develop and showcase skills to local audiences (through theatre) and worldwide (through films submitted to worldwide festivals and available online) , and develop portfolios with a view to finding employment in the arts or media.

The South Devon Players Theatre & Film Company applies the support it receives only for its charitable purposes. We welcome donations and other funding from individuals, companies, local and national government and other charities.

If funding cannot be used for due to an unforeseen change of circumstances the funder will be contacted with an alternative suggestion or the offer of full return of the donation.

#### **Legal issues**

Where we have reason to believe that we have been passed the proceeds of any crime, or money belonging to someone other than the donor, we shall contact the police or other relevant authorities.

#### **Gifts in kind**

The South Devon Players Theatre & Film Company welcomes gifts in kind which will assist us in our work. Gifts to The South Devon Players Theatre & Film Company may take a variety of forms. Many are outright gifts by living donors. Any that are not suitable for our work, will be disposed of, in a manner to raise funds for our ongoing work (eg, by sale at a car-boot sale or similar)

#### **Publicising support**

We will acknowledge our sources of funding publicly, for instance in our annual report, and identify major donors unless the donor wishes to remain anonymous.

#### **Sponsorship**

The South Devon Players Theatre & Film Company is happy to negotiate with any potential funders who may wish to promote their support of The South Devon Players Theatre & Film Company .

The South Devon Players Theatre & Film Company will then decide whether there is a net benefit to the work of accepting the support. This will require judgement, balancing these two issues:

- any publicity which may be negatively construed, or associates us with an organisation who does not share our values; and
- the benefit of their potential support to the people we work with.

### **Making fundraising applications**

These will be coordinated by The South Devon Players Theatre & Film Company committee, in administrative committee meetings

### **Limits of delegated authority**

Any volunteer may submit applications or sponsorship and donations requests in The South Devon Players Theatre & Film Company name or for funding for projects and programmes within our usual range of activities provided they seek permission of the The South Devon Players Theatre & Film Company committee before applying and keep the committee informed at all stages of the application/request. Once a grant is approved, the applicant responsible must ensure that the grant/donation is received and all conditions complied with, including necessary record keeping and the final report to the funders as written, approved by the committee and sent to the funder in a timely manner.

This also applies to any such time as the funding applications or sponsorship/donation requests are made in conjunction with other groups, organisations or individuals.

Any applications for funding over £100,000 (having been prepared by relevant staff and endorsed/recommended by the committee) must be approved in advance by the committee in full. Where possible, this should take place at a formal meeting of all members.

### **Financial procedures**

All involved must adhere to and comply with current financial procedures of the organisation and general principles of good practice.

### **Sustainability**

In preparing reports for approval, volunteers must address the issue of what will happen with the work programme/activity at the end of the funding, namely finding ways to become self-sustaining, or re-funding, as relevant.

### **Other fundraising activities**

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with The South Devon Players Theatre & Film Company who wish to solicit funds on behalf of the organization must obtain written permission from the South Devon Players Theatre & Film Company committee prior to beginning any fund-raising activities. Donor designated restrictions on contributions shall be honoured.

Written receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the receipt shall clearly state this.

### **Donor Acknowledgements**

Within 14 days of donation receipt, every donor to The South Devon Players Theatre & Film Company shall receive a formal acknowledgement/ thank you letter and donation receipt.

Every new donor will be included in informational mailings .

**Donor Privacy Policy**

Any information supplied to The South Devon Players Theatre & Film Company by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. The South Devon Players Theatre & Film Company does not sell or share donor lists. Donors who supply The South Devon Players Theatre & Film Company with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. Donors may request to be permanently removed from the mailing list by contacting us via email, phone or postal mail. All requests to be removed from the The South Devon Players Theatre & Film Company mailing list shall be honored.