Friends of St. Mary's
Sandwich

St Mary's Arts Centre | Sandwich

Fundraising Policy

Sandwich St Mary's Community Trust · Registered charity 1064576

Version 1.0 ·October 2026

1. Purpose and scope

This policy sets out how Sandwich St Mary's Community Trust (registered charity 1064576) raises money to run St Mary's Arts Centre, Strand Street, Sandwich. Fundraising keeps the building open and supports concerts, drama, exhibitions, workshops and community events.

It applies to trustees, staff, volunteers, Friends and anyone raising money in the Trust's name.

2. Our principles

We follow the Fundraising Regulator's Code of Fundraising Practice and Charity Commission guidance CC20. All our fundraising will be:

- **Legal:** compliant with charity, data protection and consumer law
- **Open:** clear about who we are and how money will be used
- **Honest:** no exaggerated or misleading claims
- **Respectful:** no pressure, and people can say no or stop giving at any time
- **Proportionate:** costs kept reasonable against what is raised

3. How we raise funds

We raise money through:

- Donations at events, online and by standing order
- The Friends of St Mary's supporter scheme
- Ticketed concerts, talks and fundraising events
- Grants from trusts, foundations and public bodies
- Gifts in wills (legacies)
- Local business sponsorship

Income from venue hire and ticket sales is trading income, not fundraising, but the same principles of honesty apply. We do not cold call, door-knock or use paid third-party fundraisers. If that changes, trustees must approve a written agreement first.

4. Protecting donors

- **People in vulnerable circumstances:** we will not accept a gift from anyone who appears not to understand what they are agreeing to, or who seems distressed or under pressure. Where appropriate we will return it.

- **Data:** donor details are handled under UK GDPR and our privacy notice. We only send marketing to people who have agreed to hear from us, we never sell or share data, and we act on opt-outs promptly.
- **Gift Aid:** we claim Gift Aid only with a valid declaration and keep records as HMRC requires.
- **Restricted gifts:** money given for a specific purpose is used only for that purpose, unless the donor agrees otherwise.
- **Cash:** cash is counted by two people, recorded and banked promptly.

5. Accepting and refusing donations

We welcome gifts that support our aims. We may refuse or return a donation if:

- it comes from an illegal or unknown source, or raises money-laundering concerns
- accepting it would damage the Trust's reputation or conflict with our purpose
- it carries conditions we cannot meet
- the donor appears to lack capacity to give

The Chair and Treasurer decide on any single gift over £5,000 or any gift with unusual conditions and report the decision to the full board. Donors are thanked promptly, whatever the amount.

6. Complaints, responsibilities and review

Complaints: concerns about our fundraising go to the Administrator (Chris Bell trustee.friendsofstmarysandwich@gmail.org.uk). We aim to acknowledge them within 5 working days and respond within 20. If someone is not satisfied, they can refer the matter to the Fundraising Regulator.

Responsibilities: the trustees are ultimately responsible for all fundraising. The Administrator manages day-to-day activity and keeps a record of complaints and refused gifts.

Review: trustees approve this policy and review it every year. Next review: 27.10.2027

Approved by the trustees on: 27.10.2026

Signed (Chair): 