

<b>Policy Owner:</b>	The Director of Corporate Services is responsible for the review and currency of this policy.
<b>Endorsement:</b>	Endorsed by the Executive Team on 11 July 2023
<b>CEO Approval:</b>	Approved by the Chief Executive Officer on 11 July 2023
<b>Board Approval:</b>	Adopted by the Board of Directors at a meeting of the Board on 25 July 2023  This policy is valid from the date of Board approval and remains in force, as amended from time to time, until such time as formally revoked by resolution at a meeting of the Board of Directors.
<b>Next Review Due:</b>	July 2026

## 1. Purpose

The purpose of this policy is to identify MASPs position on fundraising practices and to document the standards expected in raising funds from the community.

## 2. Scope

MASP is committed to the highest ethical standards in the way we request and accept funds, keep records of gifts received and engage with current and potential supporters.

This policy outlines the key principles and ethical practices in relation to fundraising, including the administration of gifts, gift refusal and sponsorship.

This policy applies to all fundraising activities undertaken by or on behalf of MASP with the aim of seeking or receiving sponsorship, donations of money, property, or in-kind support.

This polices does not apply to submissions made to charitable organisations or foundations.

### 3. Policy Statement

MASP is committed to ensuring that all fundraising activities are carried out in an ethical and transparent manner, and do not impact negatively upon MASPs reputation.

In undertaking fundraising activities, we will be guided by the following principles:

- Fundraising activities will be carried out in compliance with all relevant laws, regulations, and codes of practice.
- Any communications made in the course of carrying out a fundraising activity shall be truthful and not deceptive or misleading.
- Fundraising material will clearly state the purpose for which the fundraising event is being conducted and will include a statement that, if the funds raised exceed the amount needed for the stated purpose, those funds will be applied in accordance with MASPs purpose and vision.
- All monies raised through fundraising activities will be used in accordance with the statements included in the fundraising material.
- Any restriction placed by a donor on the use of donated funds will be respected, or the donation will be returned.
- All personal information collected is confidential, is not for sale or to be given away or disclosed to any third party without consent and will be handled in accordance with applicable laws.
- Anyone directly or indirectly employed by or volunteering with MASP is not permitted to accept any discount, commission, bonus, or payment from a corporate partner or sponsor in relation to fundraising activities on behalf of MASP.
- No general solicitations will be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of MASP.
- Generally, financial contributions from companies, organisations, and individuals that the Board has reason to consider unethical will not be accepted. Companies and organisations specifically excluded from making financial contributions to MASP include:
  - Pharmaceutical companies
  - Tobacco companies
  - Companies that derive the majority of their revenue from gambling activities (exceptions are “community chests” of licensed gambling venues required by law to distribute a percentage of profits)
  - Companies that derive the majority of their income from the production and/or sale of alcohol (exceptions are companies required by law to distribute a percentage of profits)
  - At the discretion of the CEO, individuals with relevant criminal histories or suspected criminal connections (for example where an individual has been found guilty of an indictable offence including but not limited to fraud, theft and drug or sexual offences)
  - Unlawful Motorcycle Clubs
  - Any other business which is, in the opinion of the Board, unethical or injurious to the health of MASP staff or clients.
- We will report to our members, stakeholders, and donors on the outcomes of fundraising activities and on the expenditure of these funds.
- Anyone suspected of breaching these standards may be subject to disciplinary action.

### **3.1 MASP Funds**

In accordance with our Fundraising and Philanthropy Plan, MASP has created four distinct funds, each with a specific purpose and minimum donation requirements. A donation or fundraising activity may specifically be undertaken for one of the following four funds:

- MASP Housing Development Fund
- MASP Homelessness Support Fund
- MASP Youth Fund
- MASP Family Safety Fund

Additional information in relation to the funds is available in MASPs Fundraising and Philanthropy plan.

### **3.2 Fundraising Activities**

All proposals for new fundraising events must be reviewed and approved by the Director of Corporate Services and the Chief Executive Officer.

A Fundraising Proposal Form must be submitted for any proposals for new fundraising events. Depending on the scale of the proposed event, the form must be submitted to allow sufficient time to review the proposed event and allow for appropriate internal and external planning.

### **3.3 Risk Analysis**

Fundraising activities should not be undertaken if they will expose the organisation to significant risk, for example risk to reputation, safety risk to individuals, or high financial outlays in anticipation of likely significant income.

A statement estimating income and expenses must be prepared prior to the commencement of any new major fundraising activity that may present a financial risk to MASP.

### **3.4 Gift Refusal**

MASP may decide at its absolute discretion to decline a gift. The CEO is authorised to accept or refuse a gift, after responsibly considering the consequences of accepting or refusing the gift. Gifts may be refused if:

- We have reason to believe that the supporter is in vulnerable circumstances or lacks capacity to make a decision to donate.
- They impose or imply conditions that would limit, or appear to limit, MASPs ability to carry out our purpose and vision.
- There are real or apparent conflicts of interest between the purpose and vision of MASP and those of the supporter, or the supporter's policies or activities are incompatible with MASP.
- They have the potential to adversely affect MASP's reputation or result in an adverse reaction from existing or potential supporters.
- Gifts are inadequate for the intended purpose.
- The cost of accepting the gift would be greater than the value of the gift.
- There is reason to believe that accepting the gift may give rise to litigation.
- Gifts are known to be the proceeds of criminal activity or obtained by illegal means.
- For any other reason as determined by the CEO.

### 3.5 Recording and Management of Donations

All donations received will be accurately recorded with receipts and recognition letters issues on behalf of the Board.

### 3.6 Proposal to use donated funds

Program Managers are encouraged to submit proposals to the Executive Team to access and utilise available funds from one of the four MASP Funds. These funds have been established to enhance our programs, projects, events and initiatives.

Proposals should include:

- The idea, project, event or purpose for which the funds are required.
- A comprehensive description of the initiative including it's objectives, expected outcomes and/or benefits and detailed budget.
- An assessment of potential risks and mitigation strategies.
- An implementation plan/timeline.

Proposals must align with our vision, purpose and goals within our Strategic Plan.

The Executive Team will determine the allocation of funds based on the merit and alignment of each proposal with our strategic goals.

### 3.7 Reporting

MASP will undertake reporting as outlined in our Fundraising & Philanthropy plan, this reporting will include, but may not be limited to:

- Reporting on establish Key Performance Indicators.
- Regular and comprehensive reporting to the Board.
- Compliance reporting to the ACNC and other external bodies as required.
- Providing a comprehensive overview of MASPs financial performance related to fundraising and philanthropy, highlighting income generated, sources of funding, and allocation of funds in our annual report

## 4. Roles and responsibilities

Role	Responsibility
Director of Corporate Services	<ul style="list-style-type: none"><li>• Implementation of this policy</li><li>• Review and determination of fundraising proposals in consultation with the Chief Executive Officer</li></ul>
Chief Executive Officer	<ul style="list-style-type: none"><li>• Review and determination of fundraising proposals in consultation with the Director of Corporate Services</li></ul>
Executive Team	<ul style="list-style-type: none"><li>• Review of determination of proposals to use donated funds</li></ul>
Corporate Services Team	<ul style="list-style-type: none"><li>• Donor communication and management</li></ul>
Program Managers	<ul style="list-style-type: none"><li>• Identifying appropriate use of donated funds and submitting proposals to the Executive Team for review</li></ul>

## 5. Definitions

For the purpose of this policy and related policy documents, the following definitions apply:

<b>Donation</b>	A voluntary transfer of money or property for which the donor receives nothing of value in return. A tax-deductible receipt is issued for donations \$2 and over.
<b>Donor</b>	An individual or their legal representative or other entity that donate.
<b>Fundraising</b>	The act of seeking and obtaining donations on behalf of MASP.
<b>Sponsorship</b>	Undertaking a fundraising activity with support received in the form of money in return for a benefit of value. Sponsorship is not considered as a tax-deductible and a receipt is not issued.

## 6. Related Documents

This policy is implemented in conjunction with the following related documents:

<b>Policies</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>
<b>Procedures</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>
<b>Instructions and Guidelines</b>	<ul style="list-style-type: none"><li>• Fundraising and Philanthropy Plan</li></ul>
<b>Forms and Templates</b>	<ul style="list-style-type: none"><li>• Fundraising Proposal Form</li></ul>

## 7. Legislation and other References

<b>Related Legislative Acts and other sources of Authority</b>	<ul style="list-style-type: none"><li>• <i>Fundraising Act 1998</i></li></ul>
<b>Related Standards, Guidelines and other References</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>