

As an organisation with charitable status under the Charities Act 2009, West Cork Arts Centre (WCAC) aims to comply with the Statement of Guiding Principle for Fundraising drawn up to meet the requirements of the Act.

Donors

Donors are assured that their gifts will be used for the purposes for which they are given. WCAC will respect the rights of donors to be informed about the purposes for which it is fundraising; to be informed about how their donations are being used; and to have their names deleted from mailing lists or databases if so requested.

Use of donations

In raising funds, WCAC will accurately describe its activities and needs. WCAC's policies and practices will ensure that any donations received will be used solely to further WCAC's objectives. Where donations are made for a specific purpose, the donor's request will be honoured. If WCAC invites the general public to donate for a specific purpose, then WCAC will have a plan for handling any shortfall or excess.

Disclosure

Donors will have the right to be informed of the status and authority of those soliciting donations. WCAC is open about whether those seeking donations on their behalf as volunteers, employees of the organisation or are third party agents. Anyone fundraising on behalf of WCAC must ensure that prospective donors are aware of their status, ie volunteers, employees or third party agents.

Organisational independence

WCAC will record and publish in the Annual Report and the Statement of Annual Accounts details of any individual gifts, including gifts-in-kind; where WCAC judges that those gifts may be construed to have the potential to influence the independence of the organisation's decision making. While WCAC is not obliged to accept anonymous donations, where anonymity is requested by a donor, this will be respected. If the donation is accepted, the other details of the gift will be recorded and published (such that anonymity is preserved).

Third party and volunteer fundraisers

WCAC will insure that volunteer fundraisers comply with the Statement. At present WCAC does not use third party fundraisers but if it does so, it will seek to ensure that any donations sought are solicited and received in full conformity with WCAC's own standards and practices. This will normally be the subject of written agreement between the parties.

Feedback procedure

Feedback is dealt with promptly on receipt. If the matter is a serious one it is referred to the Director. If the Director considers that a complaint should be brought to the attention of the Board she will inform the Chairman who will place it on the agenda for the next Board meeting. Any action decided by the Board will be implemented by the Director

Financial controls

WCAC's internal financial control procedures ensure that all funds are used effectively and minimise the risk of the funds being misused. WCAC follows the principles of best practice in financial management. An Annual Report and a Statement of Annual Accounts will be freely available to the public.

External auditor

The Board of WCAC has appointed an external auditor.

Human Resources

WCAC's human resource policies conform fully to the relevant national and international labour regulations.

Equality

WCAC adheres to equality legislation and does not tolerate discrimination in any form.

Fundraising Procedures

Funds are raised annually, applied for on an annual basis, or are sought by WCAC staff. All donations are recorded in the accounting system, receipts are issued and donors are acknowledged. WCAC will indicate its commitment to best practice in fundraising by stating it in relevant public communications (annual reports, website, brochures and other printed materials).

The Board of WCAC will re-assess its fund raising strategy on a regular basis and will ensure that the activities of WCAC are focused on achieving the objectives set out in the Memorandum and Articles of Association and that those are translated into a vision, policy, strategies and budget. It will ensure that WCAC has the means to adequately control the way it functions and to alert it to, and cope with, any risks in good time.

WCAC will indicate clearly the purpose for which the funds raised will be used. In the case of WCAC being in receipt of funds restricted to certain purposes or projects and where it cannot realistically apply the funds within a reasonable timeframe to that purpose or project, WCAC may allocate those funds for a purpose as close as possible to the original intended purpose. This change should be communicated to donors, and where practical the specific donors should be informed.