



Donations, Gifts and Fundraising Policy

1. Purpose

CFC ANCOP Australia Ltd. is committed to maintaining its independence from donor/sponsor influences and ensuring the protection of its interests and reputation. This policy aims to provide clear and consistent guidance to assist the organization in making decisions regarding the acceptance or refusal of donations/ sponsorships. Decisions will be made in alignment with the organization's values, objectives, and ethical principles, with the ultimate goal of supporting the purpose of the organization and serving the best interests of its stakeholders.

2. Scope

This policy applies to CFC ANCOP Australia Ltd. (referred to as ANCOP within this document) leadership, members, volunteers and stakeholders who may be involved in the acceptance or rejection of donations, sponsorships and gifts on behalf of ANCOP.

3. Definitions

Beneficiary - person or entity who receives a benefit from ANCOP in pursuance of the organisation's mission and work.

Donation - a voluntary contribution by a donor of money, property, goods or services to ANCOP for the purpose of furthering its mission. It does not include a sponsorship or community business partnership.

Donor - an individual or other entity that has made is making or will make a contribution of value to ANCOP to further its mission. It does not include an individual or entity that engages with the organisation for the purpose of trade.

Gift - any item of value, including money, services, rights, privileges, or other tangible or intangible benefits.

Sponsor – similar to a donor in terms of contribution, with a more specific definition as a third party who sponsors a fundraising activity for an agreed outcome.

Promotional Material - any material in connection with a donation or fundraising activity whether in printed, electronic or verbal form made available to any person or the public.

Objects of the Organisation - the objective, purpose or cause in an Organisation's constitution.

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4. Roles and responsibilities

4.1 The Board is responsible for approving this policy and holding the Management Committee accountable to the effective implementation of this policy.

4.2 The President, Management Committee, Program Leads and Partners are responsible for:

- Ensuring this policy is upheld and leading by example.
- Ensuring their teams and volunteers are aware of and understand their responsibility and accountability to this policy.
- Ensuring ANCOP practices, plans and operations/procedures align with this policy.

5. Policy Commitments

Our commitments are based on the following CFC ANCOP Australia Ltd. (ANCOP) guiding principles:

- Our Code of Conduct states ANCOP shall strive to maintain ethical standards in all our activities. Our volunteers, members and Board of Directors shall not accept personal gifts of any monetary value higher than AUD 50.00.
- Our Conflict of Interest policy requires ANCOP volunteers, members and management not to accept any gratuity, gift, benefit or favour of more than nominal value and beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work carried out for ANCOP in accordance with policy.
- It is inappropriate for a ANCOP volunteer, member, partner and management to receive any personal benefit from a sponsorship.
- Donations must comply with all applicable laws and regulations. Donations that compromise the integrity or reputation of ANCOP will not be accepted.

6. Acceptance and Refusal of Donations/Sponsorships

6.1 Acceptance Criteria

ANCOP may accept a donation/sponsorship for a specific activity conducted by the organization provided that:

- The activity is directly related to the organization's objects.
- The activity is practically achievable by the organization.

6.2 Reasons for Refusal

ANCOP reserves the right to refuse a donation/ sponsorship if:

- There is an incompatibility between a donor's/ sponsor's activities or policies and those of the organisation.
- Acceptance of the donation/ sponsorship may pose a risk to the organisation's reputation or integrity.

6.3 Guidance and Resources

Further guidance on acceptance and refusal of donations/ sponsorship can be found in the Code of Acceptance and Refusal of Donations provided by the Fundraising Institute of Australia.

CFC ANCOP Australia is committed to meeting all legislative requirements both Federal and State guidelines for fundraising activities, ensuring compliance with relevant laws and regulations.

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7. Privacy of Donors/Sponsors

The organization will ensure that the privacy of donors/sponsors is protected in accordance with the Privacy Act, and that any personal information collected is handled securely and confidentially.

8. Free, Prior, and Informed Consent

All images and stories used for fundraising purposes will be obtained with free, prior, and informed consent from the individuals portrayed, consistent with ethical standards and child protection policies.

9. Truthful Promotional and Fundraising Materials

All promotional and fundraising materials produced by ANCOP will adhere to the following principles:

- Truthfulness and accuracy in representation.
- Clarity regarding the purpose of each donation.
- Avoidance of material omissions, exaggerations, or misleading portrayals.

10. Outsourcing Fundraising Activities

When outsourcing fundraising activities, ANCOP will ensure that:

- Contracts meet all relevant legislative and regulatory requirements.
- Specific expectations, responsibilities, and obligations of each party are clearly defined in writing.
- Members are identified as the beneficiaries of the funds, and contractors are clearly identified.

11. Ethical Decision-Making Framework

ANCOP will maintain a clear ethical decision-making framework, which includes:

- A commitment to respecting the dignity, values, and culture of affected people.
- Involvement of key staff members in decision-making processes.
- Clear responsibilities for approval of public use of images and messages.
- Recognition and prioritization of the needs and rights of primary stakeholders.

12. Maintaining records

ANCOP will document all donations and provide donors/sponsors with accurate and appropriate acknowledgment and receipts in compliance with tax regulations. Fundraising materials are clear and regularly reviewed to ensure that donors/sponsors are provided with accurate information of their contribution through donor reports (e.g. for corporate donors-end of financial year reports, end of project reports, or annual reports).

13. Communication, Monitoring and Review

- All ANCOP leadership, members, partners and volunteers are made aware of this policy.
- ANCOP policies are available and accessible on our website <https://cfcancop.org.au/>.
- This policy is reviewed and updated as necessary to ensure its ongoing relevance and effectiveness.

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14. References

ANCOP Code of Conduct

ANCOP Communications and Transparency Policy

ANCOP Conflict of Interest Policy

Code of Acceptance and Refusal of Donations - Fundraising Institute of Australia

Australian Federal and State guidelines for fundraising activities

15. Revision History

Version	Approval Date	Summary of Changes
V1.0	June 2024	Original policy.

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