



Horizons Plymouth Fundraising, Donations and Grant Giving Policy

Policy last reviewed	February 2026	
Next review date	February 2027	
Policy last updated	March 2024	
Signed		28 th February 2026
Name	Hermione Garner	Operations Manager

Policy

Horizons Plymouth (Horizons) aims to create sustainable funding that will ensure delivery on its mission and charitable objectives over the longer term. This will be achieved by developing a broad base of donors together with income streams derived from its not-for-profit trading activities.

We wish to avoid over reliance on the generosity of one or more key donors

We will seek to work with other suitable organisations to achieve shared objectives where this is appropriate and there is no risk to our reputation and standing.

Rules for Fundraising

All our activities relating to fundraising and accepting donations must at all times and on all occasions, be:

- Ethical,
- Within the law and
- In conformance with Charity Commission and HMRC requirements.

This is necessary in order to:

- Safeguard our reputation and future sources of funding
- Maintain Horizons and other charities within the group charitable status
- Protect those who work so hard to help us fundraise and deliver our charitable objectives.

General rules

We will only accept donations from legitimate and identifiable sources.

If there is any doubt about the integrity of the source or whether the money was legitimately obtained, then consult your supervisor or the CEO before accepting the donation.



Given we are a high-profile charity with a principal focus on young people, it is essential that we do not accept donations that could be viewed as inappropriate to our aims and objectives. As a matter of policy, we will not accept donations or support from any individual or organisation connected with the activities that could be considered to be inappropriate (for example: pornography). Where there is any doubt, then the CEO (or a Trustee) should be consulted for guidance.

With the exception of small cash donations (see below) we will not accept anonymous donations.

The donor's name and address must be provided for our records at the time the donation is made. However, we will respect a donor's wish that this will not be made public or made available to any third party, except as required by law.

If you have any concerns or worries about any aspect of a fundraising activity or of a particular donation, then please inform the CEO as soon as possible. We would also ask you to complete an incident form (available from you're the Centre Manager) to help us to demonstrate to the Charities Commission that we have identified incidents and concerns and have followed them up appropriately.

Cash donations

Cash donations must only be made into clearly labelled collection cans and boxes.

All collection cans and boxes must have a restrictive aperture to

- prevent spillage or theft and
- allow a degree of monitoring of what is being donated.

To minimise the amount of cash in the system, for cash donations greater than £100 the donor should be requested to donate by cheque or donate online so that there is greater traceability, Gift Aid can be also claimed (where applicable) and appropriate acknowledgment of each donation can be made.

Collection cans and boxes must be attended at all times while in use.

At the end of each fundraising session, but as a minimum at the end of each day, the collection can or box should be opened and counted in the presence of two people who should both sign and date the Donations Collected form.

The cash collected should be banked as soon as possible but until this happens it must be stored securely.

Fundraising for a specific charitable purpose

Like most charities, we have a main fund into which donations would normally be placed. In the language of charities, this is known as an *unrestricted fund* and is used to fulfil our charitable objectives on an on-going basis.



Very occasionally, we might fundraise or accept donations for a specific purpose, for example, *to support children and young people in a designated area for a specific purpose*. The Charity Commission requires that such donations be identified and accounted for separately. This is known as a *restricted fund*, which can then only then be used for the specific purpose for which the donations were collected or received.

Restricted funds place an additional administrative on us. Therefore, fundraising or the receipt of donations for a specific (restricted) purpose should be discussed with the CEO or a senior member of the team.

Donations with 'strings attached'

We should avoid entering into arrangements where donations are made on condition (written or unwritten) that we enter into an arrangement with the donor or someone associated with the donor i.e. the donation has 'strings attached'.

Examples of such an arrangement could be:

Mr A offers to donate £X000 on condition that the ASF purchases goods and services from his son's business to the value of £Y000.

Mrs B offers to donate £X,000 on condition that ASF provides free or subsidised sailing courses for her grandchildren to the value £Y000.

While this arrangement may not be illegal, HMRC refers to such donations as 'tainted' or potentially 'tainted' as the donor can claim tax relief on the whole donation while at the same time receiving a financial benefit from the charity either directly or indirectly.

We are therefore required by HMRC to identify and report all 'tainted' or potentially 'tainted' donations. If the ASF fails to do this, it, may be liable for the tax loss and could also fall foul of the Charity Commission and risk the charitable status.

The following 3 conditions must be met for a donation to be a tainted charity donation.

Where all 3 conditions are satisfied, the donor loses any tax relief that they would have been entitled to claim, had the donation not been tainted.

An additional charge to tax may also arise where the donation would have been eligible for relief under the Gift Aid scheme (for individual donors only). See section 13 below 'Tainted charity donations and Gift Aid', for who is liable to such a charge.

The three conditions which must be met for a donation to be tainted are:

1. The donor or a person "connected" to the donor enters into arrangements with the charity where it is reasonable to assume that the donations and arrangements would not have been entered into independently of each other; and



2. The main purpose or one of the main purposes of the arrangements is to obtain an advantage directly or indirectly from the charity that received the donation, or a connected charity; and
3. The donor is not a company wholly owned by one or more charities (for example a wholly owned trading subsidiary which donates its profits to its parent charity).

All 3 conditions must be met for the donation to be tainted rule to apply

If any staff member is concerned that this might pertain to any donation made to STT, they must immediately seek the advice of the CEO. The rules cover a broad range of transactions including:

- cash, under the individual or company Gift Aid provisions
- quoted shares and securities, and real property where the donor has obtained income or corporation tax relief
- gifts of assets where the donor has obtained capital gains relief
- plant or machinery where the donor has received capital allowances
- trading stock; and
- amounts donated via payroll giving

The tainted charity donations rules do not apply to:

- a simple donation to charity where no additional arrangements are entered into
- a donation under Gift Aid that is within the Gift Aid benefit limits
- a donation, any benefit of which has been taken into account in calculating the relief due for donations to charity of shares, securities and real property, or trading stock.

Donations with 'strings attached' must not be accepted without the prior approval of the CEO. Such approval may require the donor to accept that the arrangement is put in writing and that it will be notified to HMRC and the Charities Commission as required.

Any communications to the public, or to individuals, made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.

All monies raised via fundraising activities shall be for the stated purpose of the appeal and shall comply with the Horizons stated mission and charitable objectives.

Robust financial processes and procedures shall be put in place to ensure that all donations are received by Horizons and properly accounted for and that Horizons funds are safeguarded from abuse.

All personal information collected by Horizons in the course of fundraising is confidential and is not for sale or to be given away or disclosed to any third party without consent.

Nobody directly or indirectly employed by or volunteering for Horizons shall accept commissions, bonuses or payments for fundraising activities on behalf of Horizons.



Acceptance Criteria

When deciding whether or not to accept a particular donation, the Chief Executive and Trustees have a duty to demonstrate to the Charity Commission that they have acted in the best interests of Horizons, and that association with any particular donor does not compromise Horizons position, harm its reputation or put future funding at risk.

In this regard the main criteria for accepting a donation will be whether there are strong grounds for believing that it will further Horizons mission and charitable objectives.

Horizons complies with all relevant legislation including the data protection act, money laundering rules, the bribery act; and Charity Commission guidance, including that related to terrorism and political activity.

Horizons will therefore not accept a donation where any of the following apply:

- Was known to be associated with criminal sources.
- Would help further the donor's personal objectives, which conflict with those of Horizons.
- Would lead to possible decline in support for Horizons, and so risk a fall in income to fund Horizons mission and charitable objectives.
- Would otherwise significantly damage Horizons reputation.
- May harm relationships with partners, donors or stakeholders.

Avoidance criteria

Horizons will not accept financial support or partnerships with organisations or individuals associated with activities that could be viewed as inappropriate to our aims and objectives, these include:

- Pornography
- Child labour/exploitation

Tracking "promised" donations / activity

As a high-profile charity, Horizons receives many promises of support and fund-raising activity. The CEO and his team are responsible for ensuring a register is maintained of such "promised" activity so that this can be reviewed against funds received into the bank accounts. Appropriate follow up can then be instigated where funds are not received in cash.

For major events, consideration must also be given to maximise the actual receipt of "off-line" donations declared on on-line portals (e.g. Just Giving).

Gift Aid

HMRC operates a Gift Aid scheme that provides additional income to charity (and tax benefits for a donor) where donations meet certain criteria. As you would expect, there are specific rules around when Gift Aid can be claimed – full details are available from the HMRC website, but key considerations include:



- The donor must make a gift aid declaration - online portals include this automatically, but for cash donations a gift aid form with approved wording must be completed and sent to the ASF bookkeeper to support the claim from HMRC
- The donor cannot receive a benefit – e.g. auction prizes do not typically attract gift aid
- The donor must be a UK tax payer and pay an amount of UK tax equivalent to gift aid.

Gift aid is currently worth 25p for every £1 donated, so the benefits are significant and worth the paperwork! The CEO, Bookkeeper or a Trustee should be consulted on queries around eligibility for Gift Aid.

Where Gift Aid is intended to be claimed for major events such as fundraising dinners, auctions or similar this must be discussed and approved by the CEO or a Trustee in advance of the event (after taking appropriate advice where necessary).

The Horizons Bookkeeper or a substitute will submit Gift Aid claims to HMRC online for paper based (i.e. non-online) gift aid declarations at least quarterly. Gift Aid claims may only be submitted where a full audit trail is maintained (including gift aid declarations). HMRC do carry out frequent audits of Gift Aid.

If in doubt on eligibility for Gift Aid or other concern, Gift Aid should not be claimed on the donation and this should be discussed with the CEO and referred to Trustees as applicable.

Donations Collected Form

Date	
Location of Box	
Your Name	

£50	
£20	
£10	
£5	
£2	
£1	
50p	
20p	
10p	
5p	



2p	
1p	
Total	

Signed _____

Witness Name _____

Witness Signature _____

Grant Giving and Subsidies

The Trustees ensure a proper governance of Horizons allocating grants and subsidies in three ways

1. Through **grant making principles** which ensure that, even where there is a donor or funding partner involvement, decisions are ultimately made by Horizons trustees. These principles clarify that funds given are the Horizons asset, albeit with degrees of restriction on their use, and that, where they are involved, donors are recommending grants, not awarding them.
2. Through published **grant making criteria** which set out the activities the trustees wish to support in furtherance of the charity's charitable objectives. The criteria also include activities which the trustees do not wish to support because they do not consider them to be in line with the charity's purpose. The trustees accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.
3. Through a **grant making process** which sets out how decisions are reached for awarding grants and subsidies from different types of funds at the Foundation

Grant Making Principles

The principles which underpin the trustees' governance of the charity's grant and subsidy making consider the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive customer service for both applicants and donors.

The principle are as follows:

- The Board of Trustees has ultimate collective responsibility for all grant and subsidy making decisions in line with the charity's charitable purposes and any restrictions agreed with donors and funding partners
- Trustees may assign certain decision-making responsibilities to its sub-committees, Board members or staff within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time
- Trustees reserve the right to apply conditions to any grant or subsidy



- Trustees also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable or would conflict with the Foundation's stated policies or damage its reputation

Grant Making Criteria

The charity's grant making criteria is the Application Process that individuals or groups go through to apply for the grants or subsidies.

The goal is to make grants to a wide range of organisations and for subsidies to be available to young people who's lives would benefit from sailing activities but aren't able to access it due to financial restrictions.

As a registered charity, Horizons can only make grants to support activity which is charitable in law. Organisations will need to be Not for Profit, Charity or CIC, individuals applying for Instructor Training Grants will have to prove that they are using their qualification for subsequent volunteering.

The charity's approach is to help organisations where there is a sound programme and plan with outcomes that are in line with the charity's charitable objectives. Individuals will receive help if it is understood that they would benefit from sailing activities but are unable to take part due to financial constraints.

Trustees expect that grants will normally support one or more of the following outcomes

- Improved health
- Improved wellbeing
- Improved life skills
- Increased social engagement
- Increased family cohesion
- Improved employment opportunities
- Improved opportunities in the sport of sailing