



FUNDRAISING POLICY

DYSPRAXIA/DCD IRELAND

Approval date: 17.11.2025

Revision date: November 2027

1. Responsibility for approval of policy	<i>Board of Directors</i>
2. Responsibility for implementation	<i>Chief Executive Officer / Designated Person</i>
3. Responsibility for ensuring review	<i>Chief Executive Officer / Designated Person</i>

Fundraising Policy



Statement of Guiding Principles

The purpose of this document is to identify Dyspraxia/DCD Ireland's position on fundraising practice and to document the standards expected in raising funds from the community.

This Fundraising Policy follows the Statement of Guiding Principles for Fundraising which was drawn up for the Irish Charities sector in the context of the Charities Act (2009) and the Guidelines for Charitable Organisations on Fundraising from the Public which was published by the Charities Regulator in 2017.

The Charities Act has the stated objective of "implementing agreed Codes of Good Practice in relation to the actual fund-raising operations".

The Statement sets out best practice for charities who fundraise from the public, based around core principles of respect, honesty and openness.

This Fundraising Policy applies to the Board, Staff Members and any individual or group (volunteers or staff) who are undertaking fundraising activities on behalf of the Dyspraxia/DCD Ireland.

A full copy of the Statement of Guiding Principles for Fundraising is available at:

<https://www.charitiesinstituteireland.ie/guidelines/>

A full copy of the Guidelines for Charitable Organisations on Fundraising from the Public (2017) is available at:

<https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf>.

1. Public Fundraising Compliance Statement

- ✓ Dyspraxia/DCD Ireland is committed to complying with the Statement for Guiding Principles for Fundraising and the Guidelines for Charitable Organisations on Fundraising from the Public (hereinafter called “The Guidelines”) and has formally discussed and adopted the Statement at a Board of Directors Meeting. A statement to that effect is included in its annual Directors’ Report.

Dyspraxia/DCD Ireland has a Donor Charter which is consistent with the Guidelines.

Dyspraxia/DCD Ireland monitors compliance with the Guidelines. Compliance is reported to and discussed at Board level.

Dyspraxia/DCD Ireland considers the Guidelines when planning all fundraising activity.

Dyspraxia/DCD Ireland provides honest, open, accountable and transparent disclosure when fundraising from the public.

Dyspraxia/DCD Ireland has appointed a Board member and a senior member of staff to be responsible for compliance with the Guidelines.

Dyspraxia/DCD Ireland ensures that fundraising staff/volunteers are provided with information and training, when needed, on the Guidelines and their implementation.

Dyspraxia/DCD Ireland has a feedback and complaints procedure consistent with the Guidelines. Feedback is recorded for review by the CEO and Board of Directors. Feedback is responded to promptly and appropriately.



Fundraising Policy

Dyspraxia/DCD Ireland prepares financial reports consistent with the requirements of the Charities Act 2009 which include a statement concerning the extent to which control of the organisation is independent of its funding sources.

Dyspraxia/DCD Ireland ensures that all donations are tracked and recorded and comply with data protection requirements.

A Fundraising Sub-Committee exists to carry out major fundraising tasks. The Sub-Committee reports to the Board of Management as an agenda item at each Board Meeting.

A statement estimating income and expenses is prepared prior to the commencement of any new fundraising activity that may present a financial risk to DCD. Fundraising activities will not be undertaken if they expose the organisation to significant financial risk.

Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical.

2. Commitment to Address Ethical Issues

Dyspraxia/DCD Ireland actively seeks opportunities to work with external organisations to achieve shared objectives. However, it is vital that we maintain our independence and do not allow external partnerships to bring the name of Dyspraxia/DCD Ireland into disrepute.

Dyspraxia/DCD Ireland therefore seeks, as far as is practical and within the constraints of Irish law to ensure that:

- Initiatives do not compromise the independent status of Dyspraxia/DCD Ireland.
- Activities of organisations we work with are consistent with our Organisational values.

Fundraising Policy

- Sponsorship i.e., payment by a private sector organisation or individual in return for public association with an activity, project, event, or asset does not have regulations attached that defy the objectives of Dyspraxia/DCD Ireland.

3. Avoidance Criteria

Partnerships with companies involved in any of the following activities will be avoided:

- Tobacco production and sale
- Alcohol production and sale
- Military and nuclear weapons systems manufacturers
- Companies involved in the production and sale of pornography
- Companies that have been identified as responsible for environmental damage to countries and communities.
- Companies that have been identified for poor treatment of workers.
- Companies identified for human rights abuses.
- Companies with identified unethical policies related to the treatment of developing countries.

Country of Origin Consideration

While our primary avoidance criteria focus on the practices of individual companies, we may also review concerns related to a company's country of origin where there are significant, credible human rights issues.

Areas of Potential Concern:

Dyspraxia/DCD Ireland will not accept:

- support that could compromise who we are and what we do or undermine our effectiveness in achieving our goals.

Fundraising Policy

- partnerships with companies whose commercial objectives conflict with our goals and values, or which could promote inaccurate or misleading messages about our commitment to those goals and values.
- companies with a poor reputation for equal opportunities and diversity.

4. Cause related marketing, Affinity marketing, Product endorsements

- Dyspraxia/DCD Ireland does not endorse or approve products or companies.
- Dyspraxia/DCD Ireland will not promote any products unless published research has shown direct benefit to our beneficiaries.
- Only Dyspraxia/DCD Ireland will have direct access to our databases.

5. Engagement

- Dyspraxia/DCD Ireland believes that benefits to partners can be enhanced if the charity partner has input into feedback mechanisms and member forums. For substantial partnerships of more than 12 months duration, Dyspraxia/DCD Ireland will seek to establish a formal process for consultation.

6. Process

- Dyspraxia/DCD Ireland will not accept more than [10%] of total income per annum from one corporate partner, nor more than [20%] of total income per annum from commercial organisations, so as not to compromise our integrity. This does not include money raised via employees and customer fundraising as part of any corporate partnership arrangements.
- All cause-related marketing and sponsorship with a value of more than €5,000 must be approved by the Board of Management of Dyspraxia/DCD Ireland.
- Potential funders will be screened through the following agreed mechanisms to provide an independent assessment of funders before a decision is made.
 - EIRIS Foundation

Fundraising Policy

- Corporate Research Database
- Ethical Consumer Research & Consultancy
- Contracts with partners must permit Dyspraxia/DCD Ireland to withdraw from any partnership where new developments mean that areas of this ethical sponsorship policy become breached.

7. Transparency

- A full list of corporate sponsors will be maintained on our website.
- Dyspraxia/DCD Ireland will communicate its commitment to this policy to the organisation's stakeholders
- A copy of this policy will be displayed on the www.dyspraxia.ie website and reviewed and updated at regular intervals

8. Donor Charter

- As a charity seeking donations from the public, we aim to comply with the Statement of Guiding Principles for Fundraising and the Guidelines for Charitable Organisations on Fundraising from the Public.
- Our pledge is to treat all our donors with respect, honesty and openness.
- We commit to being accountable and transparent so that donors and prospective donors can have full confidence in Dyspraxia/DCD Ireland.
- Dyspraxia/DCD Ireland assures our donors that we will effectively apply your gifts to use for their intended purposes.

We commit that you, our donors and prospective donors will:

- Be informed of the organisation's mission, and of the way the organisation intends to use donated resources.
- Be informed of the identity of those serving on the organisation's Board of Directors, and that the Board will exercise prudent judgement in its stewardship responsibilities.

Fundraising Policy

- Have access to the organisation's most recent financial statements.
- Be assured your gifts will be used for the purposes for which they were given.
- Receive appropriate acknowledgement and recognition.
- Be assured that information about your donation is handled with respect and with confidentiality to the extent provided by law.
- Expect that all relationships with individuals representing the charity will be dealt with professionally.
- Be informed whether those seeking donations are volunteers, employees of the organisation or hired third party agents.
- Have easily available the agreed procedures for making and responding to complaints.
- Have the opportunity for any names to be deleted from mailing lists. DCD mailing lists are not shared with third parties.
- Receive prompt, truthful and forthright answers to questions you might have about the organisation.

What to do if you have feedback

If you do have a comment about any aspect of our work, you can contact us in writing or email. In writing please address your concerns to: CEO, Dyspraxia/DCD Ireland, Carmichael House, North Brunswick Street, Dublin 7 or Email: sharon@dyspraxia.ie Please give us as much information as possible and let us know how you would like us to respond, providing relevant contact details.

What to do if you wish to make a complaint

If you wish to make a complaint, please consult our Complaints Policy, available on our website. <https://www.dyspraxia.ie/Complaints-Procedure>

Data Protection

As a charity Dyspraxia/DCD Ireland will follow appropriate procedures when handling and processing personal data from individuals and/or donors.

All personal data will be collected fairly and lawfully and information which can be identified



Fundraising Policy

or attributed to one or more individuals and/or donors' must be treated as confidential.

Dyspraxia/DCD Ireland will comply with all legal requirements with regard to data protection legislation.

Dyspraxia/DCD Ireland will conform to relevant guidance issued by the Data Protection Commissioner, in particular, the Data Protection in the Charity and Voluntary Sector Guidelines as well as guidance relating to direct and inter-active marketing, including direct mail, email, telemarketing, digital and social media marketing, SMS text etc.

Please refer to Dyspraxia/DCD Ireland Data Protection Policy and Data Protection Statements available on our website for further information. <https://www.dyspraxia.ie/Policies>

Financial Transparency and Accountability

As a charity, Dyspraxia/DCD Ireland is fully committed to financial accountability which goes to the heart of transparency and is particularly important in the context of fundraising by charities.

Dyspraxia/DCD Ireland is fully committed to financial transparency and accountability, and follows the following procedures:

1. As soon as possible, cash banking and income summaries are reconciled.
2. Records are made of donations for specific purposes (to certain appeals or projects) to ensure that the terms of donations are complied with.

3. Dyspraxia/DCD Ireland ensures that accepted donations are used to support the purposes in accordance with the conditions attached to the donation.
4. Where DCD is in receipt of funds restricted to certain purposes or projects and where Dyspraxia/DCD Ireland cannot realistically apply the funds within a reasonable timeframe to that purpose or project, Dyspraxia/DCD Ireland, in consultation with the Charities Regulator, will allocate those funds to a purpose as close as possible to the original intended purpose. Where practical, this change will be communicated to the specific donor(s).
5. All funds will be used reasonably and prudently in the interests of Dyspraxia/DCD Ireland. This involves ensuring that remuneration of fundraisers is proportionate to the benefit reasonably expected to be obtained. Payments to fundraisers must not be excessive.
6. Dyspraxia/DCD Ireland will make it clear to all volunteers that anyone raising money must ensure that Dyspraxia/DCD Ireland receives all that money. Volunteers should have only their out-of-pocket expenses reimbursed, based on receipts provided (if applicable).
7. Dyspraxia/DCD Ireland operates a culture of zero tolerance to theft or fraud and any suspicions relating to such matters will be immediately raised by Dyspraxia/DCD Ireland with An Garda Síochána.