



## Funding Policy

### Consultation

The responsibility of discovering appropriate organisations for fundraising opportunities for AGOSC will initially be with the Play Centre Manager and the Management Committee (MC). Once an organisation has been identified and agreed upon the other members of staff will become involved in the application process; these will include the Deputy Play Centre Manager the Administrator and the Playworkers. The aims and objectives of the application for funds will be discussed in detail at staff and MC meetings. All relevant information will be made available to the children and parents via newsletters, our website and verbally.

### Involvement

The responsibility for fundraising for AGOSC includes:

- The MC – who are responsible for financial control of AGOSC and making decisions about how funds will be sought/spent to further the organisations objectives.
- The staff – who are responsible for finding sources of fundraising, making applications, administrating the funds and managing funded work.
- The children – who will be involved in identifying areas of need, planning projects and reviewing funded work for future improvements.
- Parents/carers – who may become involved in planning/delivering/reviewing projects and may, through their work, suggest potential sources of funding.
- Other organisations – who we may work in partnership with to make funding applications. This could include our main feeder school, local out of school clubs, workshop leaders. Staff will maintain good communication with relevant people and organisations.

### Commitment

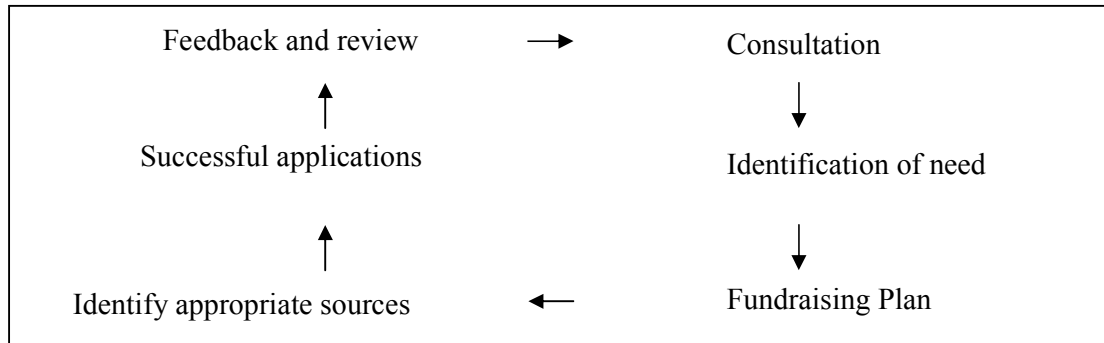
To ensure commitment to the fundraising policy AGOSC will be dedicated to:

- Appropriately paying staff for their time and commitment when sourcing and applying for funds.
- Clearly communicating fundraising objectives and project plans with parents and staff members.
- Consulting with children, parents and staff at the start of the process and at every stage of development.
- Defining roles and responsibilities for relevant staff members and supporting them throughout the process.
- Having regular feedback to and from the Management Committee.
- Celebrating successes.

### Criteria

Fundraising at AGOSC will be led by our priorities and we will only seek sources of funding on that basis. We aim to be need led rather than opportunity led and will apply for funds to support work detailed in our Business Plan and Fundraising Strategy.

- No funds that compromise the aims, objectives and fundamental beliefs of AGOSC will be applied for. AGOSC will only approach funders who are reputable.
- Only realistic and ethical fundraising that enhances the work of the organisation without compromising the service delivered will be sought.
- AGOSC will avoid overly-intrusive funding processes to ensure the process of applying for and spending funds is not detrimental to children's play.
- AGOSC will employ a strategy that works effectively with local partnerships to avoid duplication and share best practice.
- We will promote community involvement by developing relationships with local businesses, service-providers and skilled persons.



### **Monitoring Systems**

The MC have overall responsibility for ensuring that there are proper systems in place for managing day-to-day finance, budgeting, financial control and record keeping. AGOSC will comply with all relevant legislation with regard to all financial transactions. The Play Centre Manager and Administrator will be responsible for keeping an up-to-date record of all fundraising transactions. All incoming fundraising monies will be recorded appropriately and spending will be monitored, this will then be reviewed at MC meetings. Funds will be spent in accordance with the governing document and within a reasonable period of time. AGOSC will keep financial records and prepare an Annual Report including financial statements that are available for scrutiny by the public.

### **Accountability**

The MC must be aware of all fundraising that is happening, it is their responsibility to ensure that any appeals are clear about what the money will be used for and that proper records are kept. The Play Centre Manager will be responsible for ensuring the legality of the organisations AGOSC source funding from. Research into potential funding sources will include finding out the ethical stance of the organisation and whether this supports the values and ethics of AGOSC.