

51. Fundraising Policy

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	06/11/23 Committee Meeting	New policy in line with requirements/recommendations of the Charity Commission's "Charity fundraising: a guide to Trustees duties" (CC20)	K Coupe J Dyer D Findlay	Dropbox.com Website	Nov 2025

Statement of intent

North Nibley Pre-school is funded by the Local Authority through the receipt of the Government's early years education funding for eligible 2, 3 and 4 year olds. This grant income is used solely for the general day-to-day running expenses of the Pre-school. However, extra funds are necessary to enable to contribution to any building refurbishment, additional resources and facilities and for a range of projects/activities that benefit the learning of our children. Each year the Committee endeavours to raise valuable funds through a range of activities.

In addition to the statutory funding and money raised by the Committee, North Nibley Pre-school receives extra funding by bidding for grants available from the local Parish Council, Nibley Music Festival and local businesses.

Aim of Policy

This document sets out North Nibley Pre-School's policy with regards to fundraising, grant application and use of monetary donations to enable the Pre-school to continue to offer up-to-date equipment/services and learning activities for the children. This policy will be reviewed annually by the Committee.

North Nibley Pre-school primarily uses the following two channels of fundraising. Namely:

- *Fundraising events*: either solely run by the Pre-school or co-ordinated by North Nibley C of E Primary School's PTA and Nibley Music Festival. For example, sale of Christmas goods, interactive games, such as hook a duck.
- *A Christmas raffle*.
- *Grants*: to purchase specific items, eg. replacement electronic toys, new reading books, improvements to the outdoor area.;

North Nibley Pre-school has an ethical approach to fundraising and the Committee will consider the origin of the money that is received. We will also consider what, if anything, the Pre-school are required to do in exchange for the funding. There may be occasions when a donation is rejected.

Responsibilities

The Committee as a whole together with the assistance of the Setting Support Officer, are responsible for co-ordinating the Pre-school's fundraising efforts. This includes:

- identifying possible sources of funding or activities;
- bidding for funds;
- ensuring that fundraising is a standing item at the termly Committee meetings;
- confirming a calendar of fundraising events at the beginning of each year.

The minutes of the termly Committee meeting will record the current fundraising situation and approval for any application of funding before it is submitted.

Monies raised from fundraising events, grants and donations are banked into the Pre-school's main account by the Finance Administrator. She will ensure that our accounting system correctly attributes the money and expenditure against a particular project, activity or equipment for financial reporting purposes. These records are reported in the Pre-school's Charity Commission's Annual Return submission¹.

North Nibley Pre-school will not apply or accept funding from sources which are not in line with the Pre-school's ethics, values and educational policies.

Parental contributions

North Nibley Pre-school periodically asks parents/carers for voluntary contributions. Whilst many parents/carers are happy to donate if the request is relatively infrequent, it may put some parents/carers at an economic disadvantage or cause them embarrassment if they cannot make a contribution. The Committee will ensure that requests for contributions are kept to a minimum.

North Nibley Pre-school is sensitive to the balance between affordability and need. This means that the Pre-school will not:

- accept money from an unethical source;
- disadvantage parents/carers and the local community through repeated requests for money or donations (eg. items for tombola etc).

We are able to sustain this ethos as the majority of items are donated largely by staff, parents/carers and some local businesses.

Fundraising events

All fundraising undertaken by North Nibley Pre-School will be done in the name of the setting. Money raised from all fundraising activities is used to pay for either a specific item of equipment or activity for the children.

North Nibley Pre-school holds a Quiz night twice during the Pre-school year. Food is paid for in advance. The Setting Support Officer applies for a temporary events licence to allow alcohol to be sold at the event. A prize is given to the winning team and the last team receives a token gift. The quiz master will receive a small gift as a thankyou for preparing the quiz questions and hosting on the night.

At Christmas the Pre-school organises a raffle, with prizes donated from local businesses and donations for hampers received from the committee. Books of tickets are printed with details of prizes and parents/carers and staff are asked to sell as many tickets as possible. A licence is obtained each year by the Setting Support Officer from Stroud District Council year (at the cost of £21) to ensure that Pre-school can hold such things as raffles under the terms of the 'small society lottery'.

On occasion North Nibley Pre-school participates at a fundraising event co-ordinated by North Nibley C of E Primary School PTA. The Pre-school primarily runs a sweet stall.

At the Nibley Music Festival, North Nibley Pre-school has a stall which provides a baby change and breast feeding quite area. Interactive games for all ages to play for a small cost with a prize for each child, temporary tattoos, and the sale of small toys.

The majority of these activities are classed as incidental lotteries under the Gambling Act 2005 (the Act), and as such are exempt from requiring permission to run. However, on occasions there may be items from a Tombola or left over drinks from the Quiz night that are not won or used, and so are rolled

¹ Legal requirement – submission within 10 months of the end of a Pre-school year. Pre-school year runs from September to August.

over to a subsequent fundraising events. In this case this means that we are not meeting the criteria for the incidental lottery exemption and, therefore, to ensure that we are compliant with the Act, North Nibley Pre-school applies annually for a small society lottery registration via [Stroud District Council](#).

North Nibley Pre-school's fundraising events are advertised via its Facebook page, website, word of mouth by parents/carers and with posters at the setting or around the village of North Nibley.

Posters and/or letters to local businesses

Any posters or correspondence to local businesses will ensure that the Pre-school's full name, address and Charity Commission Registered Number² are quoted on them – in line with Charity Commission guidance³. It will also confirm what the monies raised will be used for

Grant application

North Nibley Pre-school regularly seeks out grants that can be applied for. Each application is for a specific project/activity or piece of equipment. The Pre-school often applies to the local Parish Council and businesses for such monies. Any letters sent out/applications made will include the following caveat:

Where we cannot use the funds for this specific project we will use the funds on other similar projects the charity engages in or ongoing expenditure incurred when meeting our charitable objectives.

The Setting Support Officer will write on the committee's behalf to the grant maker to report back to them on what we have done with the monies. This is normally a requirement of a grant.

Monitoring and evaluation

After each fundraising event or grant application, the Committee will review:

- how successful the event/application was;
- what went well;
- what could be improved;
- decide whether the event or application will be used/applied for in the future.

The evaluation will be recorded in the termly Committee meeting minutes.

Further Information

- Charity Commission guidance: Charity fundraising: a guide to Trustees duties ([CC20](#))
- The Gambling Commission: [How to raise a fundraiser with lotteries or raffles at events](#)

Associated Policies and Procedures

- 23 Social Media
- 46 Financial Controls

² Charity Commission Registered Number: 1089094

³ CC20 Charity Fundraising: a guide to trustee duties