

## FUNDRAISING, GRANTS & DONATIONS POLICY

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Version 1.1

### PURPOSE

This policy will provide guidelines to:

- ensure that fundraising activities are carried out in an ethical manner
- identify Woodridge Pre-School's position on fundraising practice and to document the standards expected in raising funds from the community.

### POLICY STATEMENT

#### VALUES

Woodridge Pre-school is committed to:

- ethical and transparent fundraising, consistent with the values of Woodridge Pre-school
- fundraising efforts will be linked to the goals and targets of Woodridge Pre-school's facilities and/or educational programs and all monies, goods and services raised will be utilised to support the children's program
- any communications made while carrying out a fundraising activity shall be truthful and non-deceptive
- fundraising activities will not be undertaken if they expose Woodridge Pre-school to any unacceptable financial or reputational risk
- no person directly or indirectly employed by, or volunteering for, Woodridge Pre-school shall accept commissions or bonuses for fundraising activities on behalf of the organisation.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Woodridge Pre-school including during offsite excursions and activities.

### RESPONSIBILITIES

**The approved provider and persons with management or control is responsible for:**

- Implementing and reviewing this policy, in consultation with the staff
- Approval of all fundraising events or activities on behalf of Woodridge Pre-School
- At the beginning of each year, the committee will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the committee may approve additional fundraising events or activities
- Deciding whether to approve fundraising events or activities. The committee will act in accordance with legal requirements.
- All money raised through fundraising, unless legally otherwise provided for, will be held on trust by the committee for the general or particular purpose for which it was raised.

## BACKGROUND & LEGISLATION

Woodridge Pre-school encourages and welcomes donations and grants from a variety of sources. As a not-for-profit organisation, it relies on donations and grants and commits to use those funds ethically and efficiently.

This policy recognises the critical importance of ethical conduct in fundraising activities to safeguard the status of the organisation and ensures Woodridge Pre-school stands up to scrutiny by all its stakeholders and the community.

Woodridge Pre-school may accept donations and grants:

- where the funds, goods and/or services are consistent, in fact and appearance, with the spirit of its mandate;
- where the funds, goods and/or services are not linked to a requirement for Woodridge Pre-school to endorse any products, services or policies that might be interpreted as a constraint;
- for a specific activity, provided the activity is directly related to Woodridge Pre-school mandate and is practically achievable; and
- on the clear understanding that the funder can have no influence over the academic and communications freedom and independence of Woodridge Pre-school.

Woodridge Pre-school may reject donations and grants:

- where communication with the funder comes at a major cost to the Pre-school;
- likely to compromise Woodridge Pre-school's integrity, independence, reputation, its capacity to carry out its mission and vision, which dictate its positions or priorities, or ability to speak out against unethical, unfair, or unsafe practices;
- from funders associated with activities, branding or reputation that are not in line with the Woodridge Pre-school's values;
- generated by the proceeds of the tobacco industry, crime, pornography, weapons, firearms and munitions or slavery.

## LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Code of Ethics and Professional Conduct of the Fundraising Institute of Australia
- Public Fundraising Regulatory Association
- Fundraising Act 1998

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

## DEFINITIONS

- **Fundraising** – The seeking of financial support for the Pre-school.
- **Donations** – A sum of money, goods and/or services provided to the Pre-schools without the expectation of something in return.

- **Grants** - A sum of money given to Woodridge Pre-school by a government or other organisation for a particular purpose.

## SOURCES

Fundraising Institute of Australia [fia.org.au](http://fia.org.au)

## RELATED POLICIES

- Governance and Management of the Service Policy
- Operation of the Fundraising Account Policy

## EVALUATION

To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

## ATTACHMENTS

- Nil

## AUTHORISATION

The policy was adopted by the Approved Provider of Woodridge Pre-school on 4 August 2025.

REVIEW DATE: August 2026