

DONOR RELATIONS AND FUNDRAISING POLICY

Kabalega Foundation is committed to conducting its fundraising activities in a professional, ethical, and transparent manner. This **Donor Relations and Fundraising Policy** sets out the Foundation's approach to fundraising and its relationships with donors, ensuring that funds are raised and used in a way that aligns with the Foundation's mission and values.

1. Purpose

The purpose of this policy is to:

- Ensure transparency and integrity in all fundraising activities.
- Establish clear guidelines for donor relations and the management of donor funds.
- Promote ethical conduct and accountability in fundraising.
- Strengthen relationships with donors and ensure they are informed and valued.
- Ensure that funds raised are used responsibly and for their intended purposes.

2. Scope

This policy applies to all fundraising activities conducted by Kabalega Foundation, including:

- **Individual Donors:** Individuals who contribute to the Foundation through one-time or recurring donations.
- **Corporate Donors:** Companies and businesses that provide financial support or in-kind donations.
- **Foundations and Trusts:** Private and public grant-making organizations that provide funding to the Foundation for specific projects or programs.
- **Government and Multilateral Agencies:** Public sector entities that provide financial or resource support to the Foundation's initiatives.
- **Fundraising Events:** Public or private events organized to raise funds for the Foundation's activities.

3. Guiding Principles

Kabalega Foundation follows these guiding principles in all donor relations and fundraising activities:

- **Transparency:** All fundraising activities will be conducted transparently, with clear communication about how funds will be used and how donors' contributions are managed.
- **Accountability:** The Foundation will be accountable to its donors for the use of funds, providing regular reports on how donations are spent and the impact of the work being supported.

- **Ethical Fundraising:** The Foundation will adhere to high ethical standards in its fundraising practices, ensuring that all activities are conducted with integrity, honesty, and respect for donors.
- **Respect for Donors:** Donors will be treated with respect and appreciation. The Foundation will respect their privacy and confidentiality and provide timely, relevant information about the Foundation's work and the outcomes of their donations.
- **Inclusivity:** Kabalega Foundation will seek donations from a wide range of individuals, organizations, and corporations, ensuring that fundraising efforts are inclusive and diverse.
- **Non-Discrimination:** The Foundation will not engage in fundraising or accept donations that come from sources that engage in discriminatory practices or that could damage the Foundation's reputation.

4. Donor Engagement and Stewardship

Kabalega Foundation values the relationships it has with its donors and is committed to engaging them in meaningful ways. Key strategies for donor engagement and stewardship include:

- **Acknowledgment and Recognition:** The Foundation will acknowledge all donations promptly, providing donors with a receipt and, where appropriate, public recognition of their support.
- **Regular Updates:** Donors will receive regular updates on the impact of their donations, including reports on projects funded and the progress of programs.
- **Personalized Communication:** The Foundation will ensure that donors are informed about the specific outcomes of their contributions and the ongoing work of the Foundation.
- **Donor Privacy:** Kabalega Foundation respects the privacy of its donors and will not share donor information without consent, except where required by law.
- **Appreciation:** The Foundation will regularly express gratitude to its donors, recognizing their support and ensuring that they feel valued for their contribution to the Foundation's mission.

5. Fundraising Strategies and Methods

Kabalega Foundation will use a variety of ethical fundraising strategies to raise the necessary resources to achieve its mission. These strategies may include:

- **Direct Appeals:** Soliciting donations through direct mail, email campaigns, and social media platforms.
- **Crowdfunding:** Organizing online fundraising campaigns to engage individuals and communities.
- **Major Gifts:** Seeking large donations from high-net-worth individuals or philanthropic organizations that align with the Foundation's goals.
- **Grant Applications:** Applying for grants from government agencies, foundations, and multilateral organizations to support specific projects or programs.
- **Corporate Partnerships:** Building relationships with corporations for sponsorships, donations, or employee matching programs.
- **Fundraising Events:** Organizing public or private events such as galas, auctions, or charity runs to raise funds and awareness for the Foundation's work.
- **Legacy Giving:** Encouraging donors to leave a lasting legacy through bequests or planned giving.

6. Donor Restrictions and Use of Funds

Kabalega Foundation will honor all donor restrictions and preferences related to how their contributions are used. The Foundation will:

- **Clarify Restrictions:** Ensure that the use of funds is aligned with donor intentions, whether for a specific project, program, or general operational support.
- **Respect Specific Requests:** Honor donor requests regarding the allocation of funds, provided that such requests are consistent with the Foundation's mission and legal requirements.
- **Accountability:** Provide donors with transparent reports on how their donations have been utilized, including financial statements and project updates.
- **Avoid Conflicts of Interest:** The Foundation will avoid situations where donations may create conflicts of interest or undermine the mission or ethical standards of the organization.

7. Ethical Standards in Fundraising

Kabalega Foundation adheres to the highest ethical standards in all fundraising activities:

- **Truthful Representation:** All fundraising communications will be accurate, truthful, and clearly state the purpose of the fundraising effort.
- **No Coercion:** The Foundation will never pressure, coerce, or unduly influence potential donors to contribute. Donations will always be voluntary.
- **No Conflicts of Interest:** Fundraising activities will be free from conflicts of interest, and staff or volunteers involved in fundraising will avoid situations where personal interests may influence their actions.
- **Compliance with Laws:** The Foundation will comply with all local, national, and international laws and regulations related to fundraising and the receipt of donations.

8. Reporting and Accountability

Kabalega Foundation will ensure that donors are provided with transparent and detailed reports regarding the use and impact of their contributions:

- **Annual Financial Report:** The Foundation will produce an annual financial report that outlines the sources and uses of funds, as well as the impact of donations on the organization's programs and projects.
- **Project Impact Reports:** Donors will receive specific reports related to the projects or programs they support, detailing the outcomes achieved through their contributions.
- **Independent Audits:** The Foundation will undergo independent audits to ensure financial transparency and accountability.

9. Conflicts of Interest in Fundraising

To avoid conflicts of interest, Kabalega Foundation will:

- Ensure that staff, volunteers, and Board members involved in fundraising do not personally benefit from donations or fundraising activities.
- Establish mechanisms to disclose and manage potential conflicts of interest related to fundraising efforts.

- Maintain strict separation between fundraising and operational decision-making to ensure that donations are used for their intended purposes.

10. Policy Review and Updates

This **Donor Relations and Fundraising Policy** will be reviewed annually to ensure that it remains current and aligned with the Foundation's goals, as well as any legal or regulatory changes. Any updates or revisions will be communicated to relevant stakeholders.

11. Conclusion

Kabalega Foundation is committed to building strong, transparent, and ethical relationships with its donors. By adhering to the principles outlined in this policy, the Foundation ensures that funds raised are used effectively to support its mission, while maintaining the trust and confidence of its donors.

Contact Information

For more information about this **Donor Relations and Fundraising Policy**, or to inquire about making a donation, please contact:

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Signed:



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Executive Chairperson

Date: 04/01/2020

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