

## Ethical policy for fundraising, private sector partnerships and fund applications

Approved by	The Board of ForumCiv
Adoption date	2016-03-16
Recent approval date	2023-10-20
Period of validity	Until Further notice
Responsible	Secretary General
Published	Intranet and web

**Contents**

Ethical policy for fundraising, private sector partnerships and fund applications ..... 1

    ForumCiv’s operations..... 3

    Donors ..... 3

    Donor rights ..... 3

    Fundraising policy ..... 3

    Fundraising objectives ..... 3

    Gifts in the form of real property, personal property or securities ..... 3

    Disputable gifts ..... 4

    Repayment ..... 4

    Refusal of gifts ..... 4

    Questions and complaints ..... 4

    Thanking procedures ..... 4

    Handling personal data ..... 4

    Reporting ..... 4

    Private sector partnerships ..... 5

    Funds and foundations ..... 5

    Independence and autonomy ..... 5

    Risk assessment ..... 6

    Decision on partnership ..... 6

    Revenue and expense report ..... 6

    Period of validity ..... 6

    Responsibilities ..... 6

*ForumCiv works to strengthen marginalised people in their efforts to organise themselves and claim their rights, across the globe, and to advocate for change that contributes to a just and sustainable world. This policy has been adopted to ensure transparency in our fundraising activities.*

## **ForumCiv's operations**

ForumCiv has three mutually dependent roles that interact to give the organisation breadth, competence, legitimacy and a financial base. The funds raised go towards ForumCiv's activities in the form of advocacy, capacity development and development aid.

- As an advocate, we form opinion in support of changes that contribute to creating a just and sustainable world.
- As a capacity developer, we strengthen development actors at home and abroad.
- As a development actor, we run development programmes in partnership with organisations in partner countries

## **Donors**

A donor can be a physical or juridical person. The latter case is particularly subject to the sections of this policy that state the criteria used by ForumCiv when granting donor status to companies and other juridical persons.

## **Donor rights**

Donors are entitled to inspect how their gifts/donations are put to use and to access Forums Syd's annual operational report and audited accounts. All donations/gifts are always to be treated as voluntary and accepted on the donors' terms.

ForumCiv complies with the guidelines issued by the Swedish Fundraising Council (FRII) concerning donor rights and annual reporting. ForumCiv also complies with the principles enshrined in the FRII's quality code.

Note that ForumCiv is not a member of FRII, as it does not have a charity-registered bank account.

## **Fundraising policy**

Fundraising activities are also to take a far-sighted approach, which is important to ForumCiv in terms of its ability to achieve its goals, and to our international partners in terms of the effective planning and implementation of their own activities.

ForumCiv appeals to private individuals as well as to the corporate sector in its fundraising activities. Larger gifts and donations made through established partnerships with companies are particularly subject to the sections of this policy that relate to private sector partnerships and that set out the rules governing the criteria laid down by ForumCiv before they are entered into and donations/gifts received.

## **Fundraising objectives**

ForumCiv decides how and for what purposes funds raised are to be utilised, based on its knowledge of what is most effective and beneficial at any given point in time. ForumCiv will always make every effort to fulfil the particular wishes of a donor.

## **Gifts in the form of real property, personal property or securities**

The possibility of disposal is always considered for gifts donated in the form of real property or personal property.

Gifts donated to ForumCiv in the form of securities or real/personal property are subject to ForumCiv's capital investment policy. The fundamental principle is that ForumCiv shall not, without due reason to the contrary, own and manage this type of gift for longer than would be reasonable for its disposal without particular reason to do so. The reason for this is to protect as best as possible the gift's nominal value at the time of donation.

### **Disputable gifts**

ForumCiv's general position on bequests is that the testament expresses the testator's last will and shall thus be complied with. However, should the will be contested, ForumCiv is to contact a lawyer to straighten out the legal aspects. Each such dispute will be judged on a case-by-case basis. All other disputes and appeals will be treated in the same manner.

### **Repayment**

ForumCiv repays a gift if the donor so wishes on condition that the request is made within a reasonable time. If ForumCiv receives a gift that is clearly intended for another recipient, it will be repaid or transferred without delay to this other party.

### **Refusal of gifts**

ForumCiv reserves the right to refuse a gift if there is convincing reasons to suspect that the donor's values or operations conflict with the organisation's own, or that the gift originates from morally or ethically inappropriate sources.

ForumCiv may also refuse a gift if it is tied to specific conditions that ForumCiv deems impossible to fulfil, or if the costs of receiving the gift are disproportionate to the value of the gift itself. Other possible reasons for refusing a gift are that it carries undesirable consequences, or comprises goods, services, buildings, etc. that ForumCiv would not be able to use or dispose of. For further information on gifts or donations of securities, real property or personal property, see ForumCiv's capital investment policy.

The decision to refuse a gift is taken by the ForumCiv management team.

### **Questions and complaints**

ForumCiv handles all questions and complaints from donors in a respectful, pleasant and open manner. Questions and complaints voiced either on the telephone or in person should be answered immediately. Questions and complaints sent in writing are to be dealt with as soon as soon as time allows.

### **Thanking procedures**

ForumCiv shall thank a donor for a gift received in the appropriate manner. Should the estimated cost of thanking a donor be disproportionate to the value of the gift, the donor is not to be thanked personally. Donors can also be thanked collectively via the ForumCiv website ([www.forumciv.org](http://www.forumciv.org)).

### **Handling personal data**

ForumCiv handles all incoming personal data in accordance [the Personal Data Act \(PuL\)](#).

### **Reporting**

ForumCiv publishes regular details on ongoing activities on its website ([www.forumciv.org](http://www.forumciv.org)). Donors may also receive ForumCiv's e-newsletter on registration of their email address.

One-off or sporadic donors are to receive a report within a reasonable time of their donation. If the costs are estimated to be large in relation to the gift, no report is to be made.

Donors requiring more detailed reports about how funds raised are used can download ForumCiv's annual report from its website, or may contact ForumCiv for a hard copy.

Donors that do not require a report are to notify ForumCiv accordingly.

### **Private sector partnerships**

ForumCiv seeks to establish long-standing partnerships with the business sector in order that more high-quality projects may be run or to safeguard existing projects that contribute to the fulfilment of ForumCiv's overall goals. Such partnerships are to be based on the principle of mutual benefit. Private sector partnerships are to be established through written agreement. It is important that both partners fulfil their side of the agreement and that the partnership is conducted in the spirit of mutual dialogue and respect. The partnership is to be planned and implemented in a way that both parties agree upon and subject to regular evaluation.

ForumCiv works with companies that support its fundamental values and that:

- display an attitude of social responsibility and leadership in their fields of activity and in their communities
- contribute to societal development
- have a positive operational and product image
- have an active interest in development-related issues
- display an attitude of responsibility and leadership towards their employees
- comply with the UN Declaration on Human Rights
- comply with the ILO's conventions on child labour, employee health, safety, pay, perks/benefits, working hours, work conditions, discrimination and disciplinary action in the countries in which they operate
- take a responsible approach to the environment
- strengthen ForumCiv's work in their interests and actions.

ForumCiv does not work with companies that:

- have their primary operations in the munitions or other military sector, alcohol, tobacco or pornography
- are subject to or in breach of UN sanctions
- are involved in corruption or unethical activities
- operate in violation of international laws and agreements.

### **Funds and foundations**

When applying for grants from funds and foundations, ForumCiv is to make every effort to apply the same criteria that it uses for private sector partnerships.

### **Independence and autonomy**

ForumCiv takes particular care to ensure that gifts from companies and organisations, and grants from funds and foundations, do not have an undesirable influence on its role or reputation as an advocate.

Partnerships with companies are to be conducted in such a way that does not call to question, either legally or ethically, the parties' mutual independence. No partnership may result in ForumCiv foregoing its autonomy.

## **Risk assessment**

When entering into a private sector partnership or writing an application, ForumCiv is to conduct a risk assessment that takes into account the above considerations. In the case of multiple year partnerships, such risk assessments are to be made regularly. If information emerges that does not correspond to ForumCiv's values or policies, a dialogue is to be entered into with the partner in question and, if necessary, the partnership discontinued.

## **Decision on partnership**

Decisions on entering partnerships are prepared by the management team and taken by the Secretary General. Agreements are jointly signed by two authorised signatories.

## **Revenue and expense report**

ForumCiv reports its revenues and expenses in its annual report. ForumCiv endeavours to minimise its administrative costs in order to maximise the budget for its operational costs.

## **Period of validity**

This fundraising policy is effective as of the date of decision and is to remain so until further notice, during which time it is to be subject to annual review and, if necessary, revision by the Communication Department.

## **Responsibilities**

This policy was drawn up by the ForumCiv board.

Implementation of this policy is the responsibility of ForumCiv's Secretary General.