

# General notes and guidelines regarding Sands Restrictions and Disbursements Policy

## Restrictions Policy

- 1) If you would like to restrict your funding to a local Sands Group or activity please state this clearly on the Sands registration form: [www.uk-sands.org/get-involved/fundraising-ideas/register-your-event](http://www.uk-sands.org/get-involved/fundraising-ideas/register-your-event). Restrictions can only be applied from the date the instruction is received and we cannot retrospectively restrict funds already received.
- 2) If funds are received with a covering restriction request to benefit a local Sands Group no longer in existence we will inform you and offer an alternative option(s). In the event contact cannot be made the funds will be placed into the corresponding Network Fund.
- 3) If funds are received with a covering restriction request to benefit a specific appeal no longer in existence we will inform you and offer alternative option(s). In the event contact cannot be made the funds will be used for a similar project or where the need is the greatest for Sands. We take seriously our responsibilities in the public interest to ensure the best and most efficient use of the donations entrusted to us
- 4) Any restriction calculated is net of Gift Aid.
- 5) Where funds in excess of £2,500 have been raised to benefit a local Sands Group (for a non-project related fund) the Fundraising team will liaise with the donor and the group to ensure best use of the funds.
- 6) Restriction instructions must be received directly from the fundraiser or donor and not from a third-party including local Sands Groups.
- 7) In respect of ongoing fundraising, a restriction instruction is considered per event and each new event or activity requires a separate new instruction.

## Disbursements Policy

- 1) The amount to be disbursed to a local Sands Group will be calculated on the net amount received less any expenses, sale or return items, costs incurred and/or pledge amounts for Sands Charity Assured Places (CAP).
- 2) If funds are to purchase a cold cot and/or other medical equipment this must be agreed with Sands UK, the local Sands Group and the corresponding hospital **in advance** of any fundraising activity commencing. Sands UK will make the purchase and deliver directly to the benefactor i.e. the hospital.
- 3) In the event of an ongoing fundraising activity that extends beyond a single financial year monies will be disbursed twice yearly.
- 4) The distribution of funds to local Sands Groups is calculated on receipt of a Fundraising Money Return Form and once the fundraiser has advised the Fundraising team that the activity is completed. The disbursement will be made to the local Sands Group once we have confirmed all funds have been received and cleared into the Sands bank account (this includes any matched funding, CAF or similar donations, and funds received from online giving websites such as JustGiving or Virgin Money Giving).

**Please note that these policies will be reviewed on an annual basis to reflect new policies and procedures.**