Sovereign Hospitaller Order of St John of Jerusalem, Knights of Malta

(as Trustee for the Sovereign Hospitaller Order of St John of Jerusalem, Knights of Malta Benevolent Trust)

BENVOLENT TRUST FUNDRAISING POLICY

(March 2025 - Revised)

INTRODUCTION

The Sovereign Hospitaller Order of St John of Jerusalem, Knights of Malta (referred to, within this document as The Order) is the appointed Trustee for the Sovereign Hospitaller Order of Saint John of Jerusalem, Knights of Malta Benevolent Trust (referred to as The Benevolent Trust).

In Australia, The Benevolent Trust's funds are raised and administered by The Order's members and volunteers and are to be dedicated to, but not limited to, urgently needed medical equipment in hospitals, research institutes, special schools and community programs for the disadvantaged. The Knights and Dames of The Order and volunteers are also involved in making and distributing tangible goods to those in need.

PURPOSE

The purpose of this document is to identify The Benevolent Trust's position on fundraising practice and to document the standards expected in raising funds by members of The Order, acting on behalf of The Benevolent Trust. It seeks to establish clarity and transparency in fundraising processes and decision-making, in alignment with the criteria required for registration as a Public Benevolent Institution (PBI) with the Australian Charities and Not-for-profits Commission (ACNC).

POLICY STATEMENT

The Benevolent Trust's fundraising is conducted in line with best practice, as well as the principles and standards defined by the Fundraising Institute of Australia, to ensure that all fundraising practices are ethical, accountable and transparent.

PRINCIPLES / PROCEDURES

1. The Order's Coordinator(s) of Charity Selection and Events is/are appointed to:
    a. receive charity selection proposals from the members, which must be submitted using the *Charity Selection Application Form*. These proposals will be considered and presented to the Executive for approval.
    b. Ensure that all nominated charities meet the criteria outlined in the *Fundraising and Partnership Criteria* document before being presented to the Executive.
    c. Oversee all fundraising events and ensure that there is proper implementation of the planned activities, adhering to the principles outlined in this policy.
2. All fundraising activities on behalf of The Benevolent Trust must have prior approval of The Grand Prior before planning begins.
3. The Fundraising and Events Sub-Committee will report to the Events Coordinator, keeping them informed of all activities being planned.
    a. The Fundraising and Events Sub-Committee is defined here as a group of members within the Order who will be supporting the coordinator of a specific event.
    b. The Fundraising and Events Sub-Committee will provide tabled minutes the Chancellor, Events Coordinator and Minutes Secretary for record keeping purposes.
    c. The nominator of the event is responsible for, among other things, coordinating the researching of venues, entertainment and organising raffles, auctions, invitations, tickets, guest speakers, table arrangements, decorations and setup of the venue. All financial agreements/contracts must be approved by the Executive.
4. It is imperative that the donors and sponsors of each event are sourced by the Fundraising and Events Sub-Committee and that sponsors of other events organised by The Order are not approached repeatedly.
5. No member will engage in pressure tactics in any way.
6. All communications to the public, made while carrying out a fundraising activity:
    a. will be truthful and non-deceptive;
    b. will not include The Order's logo or branding without the Grand Prior's approval; and
    c. will not be sent without the Grand Prior's approval.
7. All monies raised via fundraising activities:
    a. will be given for the stated purpose of the fundraising activity and will comply with The Benevolent Trust's criteria for benevolent relief outlined in the *Fundraising and Partnership Criteria*;
    b. will comply with taxation legislation requirements;

c. will be acknowledged by providing donors with a record of receipt of their contributions and any other information needed to facilitate compliance requirements; and
d. will be recorded, with, for example, raffle prize winners' names and winning ticket numbers required to be recorded and kept in accordance with Liquor & Gaming NSW's regulations.

8. All personal information collected by The Order is confidential and private and is not for sale or to be given away to any third party without consent.

9. Grants applications:
   a. All grant applications, made on behalf of The Benevolent Trust, shall be discussed with the Executive prior to submission.
   b. Copies of applications must be signed off by the Chancellor, unless approval has been given to a member making the application.
   c. All monies received by The Benevolent Trust will be used only for the purposes as outlined in the grants submission.
   d. Evidence of how the money has been used must be provided to the Executive and submitted to the organisation giving the grant.

RESPONSIBILITIES

The Executive, acting in its capacity as the Trustee for The Benevolent Trust, is responsible for the implementation and review of this policy at least annually.

All members and volunteers associated with The Order are responsible for adhering to this policy while taking part in the planning and implementation of fundraising activities on behalf of the Benevolent Trust.

The person(s) submitting a *Charity Selection Application Form* must do so by the end of October in the year preceding the proposed event. If the event is within the same calendar year, a minimum of six months notification is required.

This policy has been approved by

The Grand Prior: *HE Dr Samiul Sorrenti GCSJ, OAM, CGSJ,SSIt.,FRACS*

Signed: Date: