

The Knapp Foundation
Registered Charity Number: 1200294

Terms of Reference for the Fundraising Committee of the Knapp Foundation

- 1.1 The Fundraising Committee has responsibility for raising funds for the Knapp Foundation so as to allow the Foundation to fulfil its charitable objects.
- 1.2 The Fundraising Committee is an ad-hoc body which works within the general policies established by the Board of the Trustees of the Foundation, but as an arm of the Executive Board. Its Chairman is the Director of the Foundation, who should co-opt individuals on to it on an ad-hoc basis to ensure funds are raised appropriately and according to the Foundation's fund-raising policy from individuals, corporate bodies, grant-making bodies and other trusts and donors to fund the activities of the Foundation.
- 1.3 The Fundraising Committee will meet as frequently and in whatever ways as are appropriate for it to do its work.
- 1.4 Members of the Fundraising Committee must adhere to the Foundation's policies and procedures and ensure that donors and other sources of funds satisfy all necessary requirements in law, and/or according to the provisions of relevant regulatory bodies, and/or of the Foundation's fund-raising policy.
- 1.5 The Fundraising Committee may advise the Director, the Executive Board and/or the Trustees on matters relating to the receipt of funds, but has no power to enter contracts or agree to legal, or contractual, or any other conditions, on behalf of the Foundation.
- 1.6 The Director will report regularly on the activities of the Fundraising Committee to the Executive Board and to the Trustees.