

### Donation policy

- The Old Town Foundation exists to make a difference in the United Kingdom and East Africa by delivering services to support individuals and communities. The organisation is passionate about developing and raising funds.
- The nominated trustees have power to accept or refuse donation from donors.
- Our policy does not accept gifts/proceeds from crime or any other donations which could be deemed detrimental to the achievement of our aims and objectives and cause reputational damage with current and potential supporters of the organisation.
- All fund raisings are governed by the governing document (Constitution).
- Our organisation operates in line with the following, '**know your donor**' principles set by the Charity Commission.
  - Know your donor-Where the Old Town Foundation have the right to carry out background checks where necessary to ensure all donations are coming from reliable, legal and lawful sources.
  - Know your beneficiaries – Where we make transparent to our donors the general details pertaining to who the donations are reaching, when they will reach and how they are being benefited.
  - Know your partner – We operate transparently and ensure all our supporters are kept up to date with our organisation, our finances and any changes or updates that may be happening within the foundation.
- We encourage all our donors to take advantage of Gift Aid.
- In the event that an appeal does not raise sufficient funds for the project, donors will be given the opportunity to choose from other charitable activities that the Old Town Foundation may be running. In exceptional circumstances, where donors are not satisfied with the alternatives, donors may be entitled to full or partial refund (provided their meet the necessary criteria) following review of their case. The same applies to surplus fund, which might be taken by our organisation. However, we encourage all our donors to donate with the intention of sadaqah and mutual benefit of humanity regardless of the project.

- Donations are not given back to donors unless there are exceptions of mental issues with the donor. Money collected from a donor who lacks the capacity to make a decision, will be returned since the original donation was invalid, provided recall of donation is carried out within the prescribe period of time (7 days after making a donation or prior to the donation reaching its beneficiaries, whichever comes first).
- The Old Town foundation operate on a 100% Donation policy, meaning that unless stipulated otherwise 100% of your donations will reach the intended beneficiaries.
- The Old Town Foundation encourages all our donors to contribute £2.50 per donation to help cover our admin or service costs. This is not mandatory and our donors can choose to opt out of this option. We also have a dedicated page on our website titled 'Support Us' where we encourage patrons to donate towards the cause. Any money raised on this page will be used specifically for the day to day running, marketing and service cost required to establish our foundation.
- All our trustees and staff work on a Fisabillilah (for the sake of Allah) policy, meaning that we do not take a salary or a portion of the proceeds for any of the work that we carry out. Our reward and salary, Insha'Allah, is with the most High.
- Anonymous donation of over £25,000 will be reported to the Charity Commission.
- The policy operates on a due diligence with organisations and individuals who give money to or receive money from our organisation.