

Resolution Adopting the Statement of Guiding Principles for Fundraising

Sample-Studios has formally adopted the Statement of Guiding Principles for Fundraising and is committed to complying fully with all of its principles and obligations.

Our Public Compliance Statement

As a charity seeking donations from the public, Sample-Studios aims to comply with the Guidelines for Charitable Organisations on Fundraising from the Public.

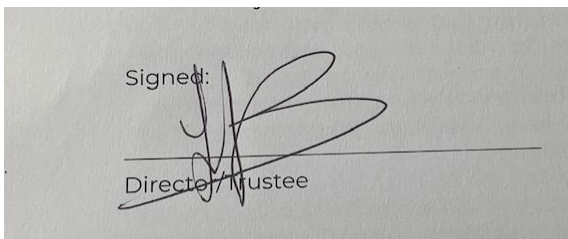
Sample-Studios is committed to complying with the Guidelines for Charitable Organisations on Fundraising from the Public and has formally discussed and adopted the Guidelines at a meeting of the Board.

Sample-Studios confirms its commitment to the principles set out in the Guidelines for Charitable Organisations on Fundraising from the Public by a statement to that effect in its annual report.

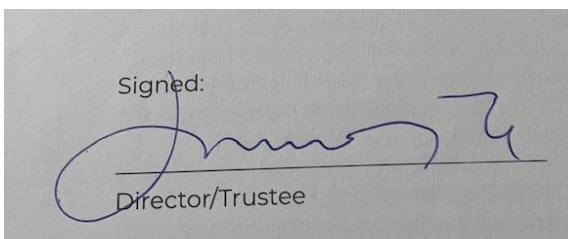
- Sample-Studios has a Donor Charter below which is consistent with the Guidelines for Charitable Organisations on Fundraising from the Public.
- Sample-Studios regularly monitors compliance with the Guidelines for Charitable Organisations on Fundraising from the Public and compliance reports are received regularly by the Board.
- Sample-Studios considers the Guidelines for Charitable Organisations on Fundraising from the Public when planning all fundraising activities.
- Sample-Studios provides honest, open, accountable and transparent disclosure when fundraising from the public.

- Sample-Studios has appointed a senior member of staff to be responsible for compliance with the Guidelines for Charitable Organisations on Fundraising from the Public.
- Sample-Studios ensures that staff involved in fundraising are provided with information and training on the Guidelines for Charitable Organisations on Fundraising from the Public and its implementation.
- Sample-Studios has a feedback and complaints procedure consistent with the Guidelines for Charitable Organisations on Fundraising from the Public. Feedback is recorded for review by relevant staff including the Artistic Director and Board. Feedback is responded to promptly and appropriately.
- Sample-Studios prepares financial reports consistent with the requirements of the Charities Act 2009 and the Charities Regulator which include a statement concerning the extent to which control of the organisation is independent of its funding sources.
- Sample-Studios ensures that all donations are tracked and recorded and complies with data protection requirements.
- Sample-Studios is accessible to the public through a number of readily available contact options.

Adopted as agreed on behalf of Sample-Studios:



John MacMonagle, Board Member, 3rd June 2021



Sarah Jayne Booth, Board Member, 3rd June 2021

Public Statement

Commitment to Standards in Fundraising Practice

Sample-Studios is fully committed to achieving the standards contained within the Statement of Guiding Principles for Fundraising. The Statement exists to:

- Improve fundraising practice
- Promote high levels of accountability and transparency by organisations fundraising from the public
- Provide clarity and assurances to donors and prospective donors about the organisations they support Sample-Studios has considered the Statement and believe we meet the standards it sets out. Where we have not complied with the Statement we have provided an explanation here.
- Sample-Studios' report on our fundraising activities is available in our most recent Annual Report which can be found on sample-studios.com
- We welcome your feedback on our performance via any of the contact points provided (see below).

Disclosure Statement

Sample-Studios is open about whether those seeking donations on their behalf are volunteers, employees of the organisation or third party agents. Anyone fundraising on behalf of Sample-Studios must ensure that prospective donors are aware of their status, i.e. volunteers, employees or third party agents.

Donor Charter

As a charity seeking donations from the public, Sample-Studios aim to comply with the Guidelines for Charitable Organisations on Fundraising from the Public. Our pledge is to treat all our donors with respect, honesty and openness. We commit to being accountable and transparent so that donors and prospective donors can have full confidence in Sample-Studios.

We promise we will effectively apply your gifts to us for their intended purposes. We commit that you, our donors and prospective donors will:

- Be informed of the organisation's mission, and of the way the organisation intends to use donated resources.

- Be informed of the identity of those serving on the organisation's governing board, and that the board will exercise prudent judgement in its stewardship responsibilities.
- Have access to the organisation's most recent financial statements.
- Be assured your gifts will be used for the purposes for which they were given. Receive appropriate acknowledgement and recognition.
- Be assured that information about your donation is handled with respect and with confidentiality to the extent provided by law.
- Expect that all relationships with individuals representing the charity will be dealt with professionally.
- Be informed whether those seeking donations are volunteers, employees of the organisation or hired third party agents.
- Have easily available the agreed procedures for making and responding to complaints.
- Have the opportunity for any names to be deleted from mailing lists and to be informed if the organisation intends to share the mailing lists with third parties.
- Receive prompt, truthful and forthright answers to questions you might have of the organisation.
- If or when a member of the public enquires about the employment standing of a fundraiser they must receive an honest and open answer. The standing in this case relates to whether or not a fundraiser is a volunteer, a paid employee of the charitable organisation or a third-party agent working on behalf of the charity.

A form of words might be:

Volunteer: "I volunteer for Sample-Studios"

Employee: "I work for Sample-Studios"

Third Party Agent: "I work for ABC company and we have been engaged by Sample-Studios to raise funds for them"

What to do if you have feedback

If you do have a comment about any aspect of our work, you can contact Sample-Studios in writing or by telephone. In the first instance, your comment will be dealt with by our Artistic Director. Please give us as much

information as possible and let us know how you would like us to respond, providing relevant contact details.

Write to:

Aoibhie McCarthy
Artistic Director
Sample-Studios
Churchfield Industrial Estate
Churchfield
Cork City
T23 XV50

We are open 5 days a week from 9.30 am to 5.30 pm.