**Report**

**BHF Compliance with ACFID Fundraising Charter**

Period: 1st July 2022 – 31st May 2023

1. **What is ACFID Fundraising Charter?**

ACFID Fund Raising Charter ensures that the Brien Holden Foundation is meeting the key commitments of being truthful in its communications. The Foundation’s teams collect and use information ethically, are accountable to the stakeholders and use its resources ethically.

1. **How does BHF spend its grants?**

BHF funds during the reporting period are spent as follows,

1. Program and advocacy: 60%
2. Monitoring and evaluation: 15%
3. Fundraising: 5%
4. Overheads/management cost: 20%
5. **How does BHF comply with ACFID Fund Raising Charter?**

As part of our accreditation with ACFID, BHF is committed to the ACFID Fundraising Charter. BHF complies with this charter by implementing the following activities;

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|  | **Thematic area** | **BHF Compliance** |
| 1 | Donors and grant management procedures | BHF’s Board decides about the acceptance and rejection of donations from individuals and organisations. All such decisions are properly documented. Donations and bequests are recognised as revenue when received unless they are designated for a specific purpose, where they are  carried forward as prepaid income on the balance sheet. BHF complies with the Australian Privacy Act 1988 to protect the privacy of donors and handle personal information. For example, BHF’s relevant information on funding is available in section 3 of the minutes of the BHF Board meeting held on 28 September 2022.  BHF Governance Policy shares that Board will investigate and source fundraising opportunities from a wide cross section of the industry, the business sector and the community at large.  BHF’s Confidential Information Deed, mandatorily signed by every employee, demands that any employee during the employment and up to seven years afterwards will use all reasonable care, including by following the BHF reasonable instructions, to protect and maintain the security and confidentiality of confidential information against any loss, damage or unauthorised access, disclosure or use.  BHF’s Gift Acceptance Policy also influences the decisions related to donors and grant management. The policy shares some principles and guidelines to accept or reject a gift or donation. The policy also explains the procedures of gift acceptance.  BHF’s contract, invoice and reporting procedures guide ensures good corporate governance, all contracts are centrally managed, saved and recorded in the contract database located in the Global office in Sydney.  The contracts are prepared by the country staff, reviewed by the Executive Director of the Foundation and signed by the CEO of the Foundation. These practices ensure each contract has a defined payment schedule, which is followed by the finance and program teams. |
| 2 | The truthfulness of fundraising materials | BHF’s website, social media, letterhead and other material of external communication indicates the organisation’s identity including name, address, ABN and purpose. BHF ensures that its fundraising materials such as reports, case studies and printed items accurately represents the context, situation, proposed solutions and the intended meaning of the information provided by program participants. BHF’s teams cite well-reputed third party agencies such as the World Health Organization, the International Agency for the Prevention of Blindness, the World Bank and governments of the world to report facts and figures and information in the funding proposals and reports. BHF follows a systematic procedure for design and dissemination of health education/promotion materials to avoid exaggeration, misleading visual portrayals and/or overstating the need of what the donor’s response may achieve. |
| 3 | Legal and ethical compliance in outsourcing fundraising activities | Not applicable (no outsourcing) |
| 4 | Ethical media practices | BHF country teams and consultants obtain free, prior and informed consent for all images and stories across all the intervened countries. The country teams and partners are sensitised and trained to follow BHF-relevant policies and procedures. The persons who are photographed are informed about the possible uses of their information and photos. The consultants or professional photographers when engaged are trained and informed about BHF's relevant policies and code of conduct for working with children. BHF has made it mandatory that all the staff, volunteers, consultants and partners will complete the child safeguarding online course and sign the child safeguarding code of conduct.  BHF’s Media and Communication Policies and Procedures explain the approval procedures of communication and fundraising materials. The document explains that all information collected by the Foundation will be done so under the regulations set out in the Privacy Policy, Child Safeguarding and Gender Equity policies and in accordance with ACFID Code of Conduct. |
| 5 | Ethical decision-making | BHF has developed a set of policies and procedures that help its staff in making ethical decisions. For example, BHF’s Code of Conduct for Working with Children advises the staff, partners, volunteers, and consultants to treat all children and young people with respect, regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. The document also reminds the staff to conduct themselves in a manner that is consistent with the values of BHF. Similarly, Media and Communication procedures provide clear methods for the approval of communication materials. The document cites that BHF will at all times portray children in a respectful, appropriate and consensual way in line with DFAT and ADFID principals.  BHF’s Working Group structure also contributes to and frames the ethical decision making internally, within the organisation, where the staff from different countries/programs interact with each other, share the progress, achievements, challenges and problems they are facing during implementation, providing a an open and inclusive discussion forum to workshop the solutions and seek help in decision making.  At BHF a usual decision-making process includes the following steps;   1. Identifying the issue or problem or challenge 2. Apply policies, procedures and guidelines 3. Identify, list and evaluate the possible solutions 4. Document decision making process in form of meeting minutes, reports and official emails 5. Implement the decision of reform or change 6. Monitor, review and reflect at various time points |