French Australian Cultural Exchange Foundation

ABN: 44673390693

Donation, Fundraising & Project Funding Policy

(Australia – DGR-Endorsed Charity)

1. Purpose

The purpose of this Donation, Fundraising and Project Funding Policy is to ensure that all donations and fundraising activities undertaken by FACEF are conducted ethically, transparently, and in compliance with Australian laws and best-practice governance standards.
This policy supports FACEF's charitable purpose while maintaining public trust, accountability, and financial integrity.

2. Scope

This policy applies to:

- All donations received by FACEF
- All fundraising activities (online, in-person, corporate, grants, events)
- Board members, staff, volunteers, contractors, and fundraising partners.

3. Definitions

For the purposes of this Policy:

3.1 Donation

A donation is a voluntary transfer of money, property or other assets to FACEF for its charitable purposes, where the donor receives no material benefit in return.

Donations may be:
• general and applied to support the Foundation generally; or
provided to support a particular charitable purpose or approved project of FACEF's

3.2 Fundraising Activity

A fundraising activity is any campaign, appeal, event, grant application or solicitation undertaken to obtain donations or philanthropic support for FACEF's charitable purposes.

3.3 Partnership Project

A Partnership Project is a project delivered collaboratively between FACEF and one or more organisations where FACEF provides strategic leadership, governance oversight, fundraising support or financial administration.

3.4 Project Funding

Project funding refers to donations or philanthropic contributions raised for a specific approved artistic, cultural or educational initiative approved by the Board of FACEF and undertaken in furtherance of FACEF's charitable purposes and strategic objectives.

Project funding may support:
- a FACEF strategic initiative;
- a Partnership Project; or
- another Board-approved project administered by FACEF in accordance with this Policy.

4. Regulatory & Legal Framework

FACEF complies with all relevant Australian legislation and regulatory requirements, including but not limited to:

- **Australian Charities and Not-for-profits Commission (ACNC)** Governance Standards
- **Australian Taxation Office (ATO)** requirements for Deductible Gift Recipient (DGR) endorsement
- State and Territory fundraising legislation applicable to where fundraising occurs
- Privacy Act 1988 (Cth) and Australian Privacy Principles
- Anti-money laundering and counter-terrorism financing obligations (where applicable)
- Sanctions and anti-terrorism laws restricting dealings with proscribed persons and entities.

Where donations or grants are provided to overseas organisations, the organisation must ensure compliance with the External Conduct Standards issued by the Australian Charities and Not-for-profits Commission (ACNC): https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/acnc-external-conduct-standards

5. Donation Acceptance Principles

FACEF will accept donations that:

- Align with its charitable purpose and values as defined in its Constitution and that comply with the requirements of its Deductible Gift Recipient (DGR) endorsement and applicable regulatory obligations;
- Do not compromise the organisation's independence, integrity, or reputation;
- Support FACEF's strategic objectives or an approved Project Funding initiative under this Policy;
- Are lawful and ethically sourced; and
- Do not impose conditions that would prevent FACEF from exercising appropriate governance, oversight or discretion in the application of the donated funds.

FACEF reserves the right to **decline or return donations** that:

- Are inconsistent with its mission or governance standards
- Could create real or perceived conflicts of interest
- Are subject to conditions that are unlawful, impractical, or inconsistent with its charitable objectives or governance responsibilities
- Are from a donor that could in the Board's reasonable opinion bring FACEF into disrepute
- Are from a source that has not been established to the Board's reasonable satisfaction as lawful and ethical.

Before accepting a donation, FACEF will ensure that the donor is not a person or entity to whom a relevant restriction applies under Australian sanctions and anti-terrorism laws, by checking the consolidated list published by the Australian Sanctions Office (https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list) and the Australian Government's list of terrorist organisations (https://www.nationalsecurity.gov.au/what-australia-is-doing/terrorist-organisations/listed-terrorist-organisations).

The Board retains ultimate discretion over the acceptance of all donations. No donor may direct or control the application of donated funds nor will FACEF agree to conditions which require the donation to be applied in a manner that is inconsistent with the Foundation's charitable purposes, governance responsibilities or legal obligations.

6. Types of Donations

FACEF may accept the following categories of donations:

- General donations, which may be applied by the Board to further FACEF's charitable purposes;
- Conditional Donations which are accepted for a specified charitable purpose or an approved Project Funding initiative.

Donations may take one or more of the following forms:

- Monetary donations (one-off or recurring)
- Bequests and legacies
- Grants and philanthropic gifts
- In-kind donations (non-cash goods or services).

Non-cash donations may be considered and accepted but independent advice may be obtained before acceptance and before any receipt is provided: https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/gifts-and-fundraising/tax-deductible-donations/gift-types-requirements-and-valuation-rules .

7. Deductible Gift Recipient (DGR) Compliance

- Tax-deductible receipts are issued **only** for gifts that meet DGR eligibility

requirements.

- Receipts will be issued as soon as practicable after receipt of the donation and allocated a unique receipt number for audit and record-keeping purposes.
- Receipts include:
  - Organisation name and ABN
  - DGR endorsement statement
  - Date and amount of donation
  - Statement that the amount was a gift and that no material benefit was received in return

Funding which is **not tax-deductible** may be receipted as required under usual business record keeping.

8. Fundraising Practices

All fundraising activities will:

- Be truthful, respectful, and not misleading
- Clearly state the purpose of the fundraising activity
- Comply with state and territory fundraising laws and the national fundraising principles: https://www.acnc.gov.au/tools/factsheets/fundraising-hub
- Avoid undue pressure or coercion.

Professional fundraisers or third-party platforms must operate under a written agreement approved by the Board or delegated authority.

Fundraising undertaken for a specific Project Funding initiative must be conducted in accordance with this Policy and any approved Partnership Funding Agreement.

9. Partnership Funding agreements

All Partnership Funding Agreements must be approved by the Board before fundraising commences.

9.1 Agreement

Where FACEF collaborates with another organisation in relation to a Partnership Project or other Project Funding initiative, the respective roles, responsibilities and governance arrangements must be documented in a written agreement approved by the Board.

The agreement should, where applicable, address:

- the project purpose,
- responsibilities of each party,
- governance arrangements,
- reporting,
- donor acknowledgement,
- financial management,
- branding and use of the FACEF name,

- administration contribution,
- treatment of unspent funds,
- termination arrangements.

Before entering into a collaboration with another organisation for a Partnership Project or other Project Funding initiative, FACEF will ensure that the organisation is not subject to any relevant restriction under Australian sanctions or anti-terrorism laws, by checking the lists of proscribed persons, entities and organisations referred to in section 5 above.

9.3 Use of FACEF Name

The FACEF name, logo and DGR endorsement may only be used in connection with a Partnership Project, where authorised by the Board.
The written Partnership Funding Agreement must clearly specify how the Foundation will be acknowledged in all fundraising and promotional material.

10. Administration Contribution

FACEF may retain part of the funds it receives to cover the reasonable costs of managing donations, project funding and Partnership Projects.

For donations made for a specified project or purpose, and for Project Funding, the Administration Contribution will ordinarily be 5%.

For Partnership Projects, the Administration Contribution will ordinarily be:

- 10% for standard administration and reporting;
- 15% where additional administration, compliance, reporting or stakeholder coordination is required; or
- 20% where FACEF undertakes substantial fundraising, project management or delivery responsibilities.

The Board will determine the applicable contribution, taking into account the nature, scale and duration of the project, FACEF's level of involvement, and the administrative, governance, compliance and reporting requirements.
For significant funding, the Board may approve a lower contribution, fixed amount or cap where the standard contribution would be disproportionate to the work and costs involved. Any variation must be documented and approved before the funds are accepted.

The applicable contribution must be disclosed to the donor, funder or project partner before FACEF accepts the funds.

An Administration Contribution covers FACEF's costs in managing and applying the donation. It is not a fee for a service or benefit provided to the donor.

FACEF may use general donations to further its charitable purposes, including meeting reasonable governance and administration costs.

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11. Financial Management & Controls

11.1 Financial Management

FACEF applies sound financial management practices, including:

- Segregation of duties where possible
- Accurate recording of all donations and fundraising income
- Secure handling of cash and electronic payments
- Regular reconciliation of fundraising income
- Board oversight of fundraising performance and financial reporting.

Funds raised are applied **solely** to further the organisation's charitable purpose.

11.2 Gift Fund

Gifts are recorded as gifts and capable of being tracked in the accounts as gifts and money earned on those gifts where invested (gift fund). Funds in the gift fund are applied **solely** for the principal purpose of promoting the arts.

Where donations are received for a specific project or approved Project Funding initiative, the Foundation will maintain accounting records that enable those funds to be separately identified, monitored and reported upon throughout the life of the project.

12. Transparency & Reporting

The organisation commits to transparency by:

- Maintaining accurate financial records
- Reporting fundraising income in annual financial statements
- Complying with ACNC reporting obligations
- Reporting, where appropriate, on the impact achieved through donor-funded projects
- Providing donors with access to relevant information upon request.

13. Donor Privacy & Confidentiality

FACEF respects donor privacy and confidentiality.

- Personal information is collected, stored, and used in accordance with the Privacy Act 1988
- Donor information is not shared without consent, unless required by law
- Donors may choose to remain anonymous.

14. Ethical Conduct & Conflicts of Interest

Board members, staff, and volunteers involved in fundraising must:

- Act honestly and in the best interests of the organisation
- Declare any actual or perceived conflicts of interest
- Not derive personal benefit from fundraising activities

- Exercise independent judgement in all fundraising and funding decisions

Conflicts are managed in accordance with the organisation's Conflict of Interest Policy.

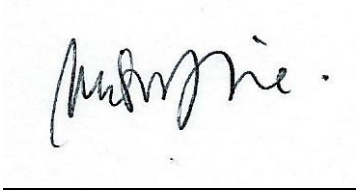
15. Review & Approval

This policy is:

- Approved by the Board of FACEF
- Reviewed at least every two years or earlier where legislative, regulatory or operational changes require.

Approval Date:	11 September 2026
Next Review Date:	10 September 2028

Board Chair Signature:



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