

IWFM Charitable Donations Policy

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iwfm
Institute of Workplace
and Facilities Management

Purpose

The Chair and the Executive Team of IWFM have approved this policy, which sets out how charitable donations are generated and managed by IWFM staff, volunteer communities, and, where applicable, wider IWFM events. The policy reflects the current agreed approach to ensure financial transparency, reduce administrative burden, and support appropriate charitable engagement.

Key Features

- Community Event Ticket Sales:**
All community event ticket sales will be allocated solely to supporting the delivery of the event itself.
- Charity Fundraising at Events:**
If a community wishes to raise funds for a charity, this must be done at the event using external platforms (e.g., JustGiving, QR code, or via the charity's own attendance). Funds raised in this way do not enter IWFM's accounts.
- Chairs Charity:**
Each incoming IWFM Chair elects a personal charity for IWFM to support during their tenure. The elected chairs charity will be the primary charity supported by the Institute.
- Other events:**
The primary charity may also be supported through IWFM-led fundraising activities outside of community events (for example, staff-led initiatives or corporate events), where agreed by the Executive Team.

Regional & Community Charities

If a Region or SIG chooses to support a charity outside of the Chair's or Organisational nominations, the charity must have a link to the community's geographic area or professional interest and must not conflict with IWFM's purpose or mission.

Committees or community groups are encouraged to raise funds for local charities of their choice, provided fundraising is conducted via external platforms or via direct charity attendance at events. Ticket sales through IWFM platforms cannot be used for local charity donations.

Non-monetary donations (e.g., food, clothing, toiletries) are permitted for fundraising activities such as raffles or auctions.

All fundraising activities for non-nominated charities (including overseas) must be approved by IWFM Community Manager or their delegated authority. Charity collections should be planned and notified annually, rather than on an ad hoc basis.

Chair's Charity

The nominated Chair's charity will normally remain in place for the full term. Where the charity is no longer able to accept donations, the Chair may nominate an alternative.

Current Chair's Charity (elected July 2025)



From 24 July 2025, the incoming Chair, Andrew Hulbert, has nominated Nai's House as his chosen Chair's Charity.

Nai's House is a young person's mental health support organisation that offers therapeutic and emotional support services to individuals aged 11–30, alongside their families and carers. With a waiting list of over 200 young people, Nai's House is a small but mighty charity making a significant impact in the community. The organisation urgently requires additional funding to meet the growing demand for its services and to ensure that no young person is left without the help they need. More information can be found at www.naishouse.org.uk

IWFM will annually donate 10% of total community ticket sales, subject to financial viability and approval through the annual budgeting process to the Chair's charity, paid in March the following year.

The Chair's charity will be the primary charity when raising funds at staff events.

Application

This policy applies to all charitable events and activities starting January 2026.

Contact

Any queries about the contents of the policy should be directed to IWFM Governance – governance@iwmf.org.uk.

Thank you for your support of IWFM and our chosen charities.