



CANOPY NEPAL DONATIONS POLICY AND GUIDELINES
Updated by Management Committee, June 2019
Kathmandu, Nepal

CANOPY NEPAL DONATIONS POLICY & GUIDELINES

Introduction

Monetary Donations and material support are essential components that enable Canopy Nepal to promote interactive learning and create accessibility in education for the children and youths of Nepal. Canopy Nepal needs to secure the funding necessary to carry out its much-needed work. Reliable, transparent and diverse funding helps Canopy Nepal to expand the reach, remain committed to our beneficiaries, protect its reputation and operate effectively.

Background

Canopy Nepal Programs and Projects are funded from national and international partners, be it individual or institutional. Our source of support include individuals, membership fees, the private sector, international charity organizations, NGOs, events, and other activities. Having multiple sources of support ensures us to remain independent and in many ways sustainable in our approach to helping provide scholarships to deserving children.

It has been an established trend to have the Chairperson and Directors of the Company Management Committee to lead and coordinate fundraising activities at Canopy Nepal. Canopy Nepal must in no way risk diminishing its reputation as a transparent, open and dignified organization while approaching and using the funds raised. This can only be done without compromising the funding being received from sources that were perceived to be pursuing activities inconsistent with Canopy's mission.

Policy

It is Canopy Nepal's policy to accept funding from any donor and whether monetary or in-kind, provided that acceptance does not:

- hamper Canopy's independence to pursue its mission
- endanger its dignity and reputation.
- have any kind of negative implications in the status of our beneficiaries
- Limit Canopy Nepal's program growth
- Endanger Canopy's legal status

Scope

This Policy applies to all fundraising for all Canopy Nepal team, regardless of types of donor or amounts involved, unless otherwise stated in this document. It is to be applied to all new funding from existing donors and to all new donors in the future.

CANOPY NEPAL DONATIONS POLICY & GUIDELINES

Guidelines

Funding to run new projects and expand existing projects/programs consistent with Canopy's mission should be sought from a wide range of sources. Attention should be taken to ensure that project-related funding does not result in undue influence over Canopy's other programs/objectives. Provided they maintain our independence and support our objectives, Canopy Nepal members may accept funding from all kinds of sources deemed legal by the laws of the country. Each donation should be listed in the donation tracker and should be used as per the annual plan approved by the Annual General Meeting of the company. The donations should be listed in Canopy's Annual Report and donors should be recognized on its website and donor reports. Funding from sources of significant risk to Canopy Nepal must not be accepted.

Final Remarks

Any donation to Canopy Nepal must be able to stand up to public scrutiny. A donor accused of having been involved in corruption can expect no protection from Canopy Nepal. Canopy Nepal can receive funding from corporations and donors from the private sector like schools, corporate houses and many more. It is the responsibility of the team members, and the Management Committee of Canopy Nepal to ensure that Canopy's independence and reputation are not jeopardized. If any team member or director of the management committee is concerned that there is a threat to Canopy Nepal and/or our beneficiaries from donation already received or is about to be accepted, the person(s) should draw this to the attention of the Managing Director or the Chairperson .

Agreed and Adopted from 03, June 2019