

CIMR- DONOR & FUNDRAISING POLICY

1. PURPOSE

To ensure all donations and fundraising for CIMR are done in an ethical, transparent, legal, and accountable manner. To build donor trust and maximize impact for our beneficiaries.

2. SCOPE

Applies to all cash, cheque, online, kind donations, grants, CSR funds, and fund raising activities done in the name of CIMR.

3. KEY PRINCIPLES

Transparency: All donations recorded and reported

Integrity: No donations with conditions that violate CIMR values

Donor Respect: Donors treated with gratitude and updated regularly.

Legal Compliance: Follow IT Act, FCRA, and CSR Rules

4. TYPES OF DONATIONS ACCEPTED

Type Details- Monetary-Cash <₹2000, Cheque, UPI, Bank Transfer, Online Portal

Kind- Therapy equipment, medicines, food, stationery, furniture- Must be new/ useable

Grants- Government, CSR, Foundation grants with MOU,

Sponsorship- Child sponsorship, Program sponsorship, Event sponsorship.

We do NOT accept: Donations with political/religious conditions, anonymous cash >₹2000, or donations from sources that conflict with our mission.

5. DONATION ACCEPTANCE PROCESS

Collection: All donations must come to official CIMR bank account. No personal accounts

Receipt: Official CIMR receipt with 80G number must be issued within 7 working days

Recording: Accounts enters donor name, address, PAN, amount, purpose in Donor Register

Approval: Donations >₹1,00,000 or with conditions must be approved by Executive Committee

6. USE OF DONATIONS

Restricted Funds: If donor specifies purpose, funds will be used only for that. Separate ledger maintained

Unrestricted Funds: Used for general operations, therapy, salaries, maintenance as per budget
No Diversion: Funds will not be used for any purpose other than CIMR's charitable objectives
Reporting: Utilization report shared with donor if promised. Annual report published on website

7. DONOR ACKNOWLEDGEMENT & COMMUNICATION-

Donation Amount Below ₹1,000 SMS/ Whats App + Receipt, ₹1,000 - ₹25,000 Thank you letter + Receipt, ₹25,000 - ₹1,00,000- Receipt + Name on Donor Board + Program visit invite. Above ₹1,00,000 - Receipt + Impact Report + Felicitation

80G Certificate: Issued for all donations. PAN copy collected for donations >₹10,000

No Promise: We do not promise any returns, benefits, or influence in exchange for donations

Feedback: Donors can request program visits with prior appointment

8. FUNDRAISING ACTIVITIES

Approval: All campaigns, events, online crowd funding must be approved by Executive Committee

Branding: Only official CIMR logo and bank details to be used

Collection: Volunteers/staff must carry ID card and official collection receipt book

No Misrepresentation: We will not use misleading photos or stories of beneficiaries

Expense: Fundraising cost should not exceed 15% of amount raised

9. FCRA & CSR COMPLIANCE

FCRA: Separate bank account and account books maintained for FCRA amount

CSR: CSR funds accepted only with proper agreement. Project report and audit submitted to the donor company

Annual Filing: All donations reported in IT Return, FCRA Return, and Annual Report

10. DATA PRIVACY

Donor personal data will be kept confidential. Used only for communication and tax receipts. Not shared or sold.

12. REVIEW

Policy reviewed every 2 years by Executive Committee.