

IHC Fundraising Procedures and Regulations

In line with the laws and decrees regulating the raising of donations in the Emirate of Dubai, all IHC Humanitarian Organizations who wish to conduct fundraising activities in Dubai must adhere to these Fundraising Procedures and Regulations.

1. Required Applications & Documents:

To obtain the necessary approvals prior to organizing any fundraising activity, the Humanitarian Organization is requested to complete the attached relevant application and submit it along with the below required documents to the concerned department at IHC:

- a. Copy of valid trade license of all fundraising partners;
- b. Copy of valid passport, visa, Emirates ID (front and back), personal photo of the fundraising activity's manager and his contact details;
- c. Document proving that the fundraising activity's manager is employed by the fundraising partners or one of the fundraising partners.

Failure to submit any of the above listed documents will result in the rejection of the fundraising application.

2. Approval Timeframe:

- a. The Humanitarian Organization must submit all the required documents at least 2 months prior to the intended fundraising activity date.
- b. IHC shall review the documents and advise the Humanitarian Organization of any changes or additional information required within 10 working days of receiving the request.
- c. Once the application is approved by IHC, it shall be forwarded to the Islamic Affairs and Charitable Department (IACAD) for their approval.
- d. Once received, IACAD's feedback will be communicated to the Humanitarian Organization. The Humanitarian Organization shall not announce or initiate the fundraising activity prior to obtaining IHC and IACAD's approvals.
- e. Any other authorities' feedback might be required for special cases. Hence, time frame may vary accordingly.

3. Fund Collection During Fundraising Events:

- a. During any fundraising event, funds may be collected by all or any of the following means:
 - Bank transfer to IHC account;
 - Cheque under the name of IHC;
 - Cash to be collected by the designated IHC employee against receipts;
 - IHC's credit card machine.
- b. In order to ensure that the fundraising event is conducted in compliance with the procedures and the regulations, IHC and IACAD's representatives reserve the right to be present during the event. In the case of events where entrance is by reservation or special invitation, the Humanitarian Organization shall avail at least 2 entries to the aforementioned representatives.
- c. Where the fundraising event includes entertainment, auction, or ticketing, the Department of Tourism and Commerce Marketing (DTCM)'s prior approval must be obtained and attached to the submitted application.

4. Fund's Collection Imperatives:

- a. All donations must be collected directly into IHC account, through bank transfer to IHC, cheque to the order of IHC, through IHC credit card machine, or coupons for cash donations stamped and approved by IACAD and IHC.
- b. The Humanitarian Organizations are prohibited from depositing donations generated from fundraising campaigns and activities directly into their local bank accounts.
- c. The Humanitarian Organizations are prohibited from collecting funds through donation boxes.

5. Transfer of Collected Funds and Reporting:

- a. The Humanitarian Organization shall submit to IHC a financial report detailing all amounts spent as cost and collected as donations within 10 working days from the conclusion of the fundraising activity, during which all donations must have been transferred from donors and partners to IHC account. IHC reserves the right to request additional information or supporting documents as and when required.
- b. Upon IHC's clearance of the submitted financial report, IHC shall retain 10% of the total collected donations and transfer the remaining 90% to the benefiting organization.

- c. Transfer of the collected donations to outside the UAE must be done through the Emirates Red Crescent Authority (UAERC).
- d. The Humanitarian Organization shall submit a comprehensive report on how the collected funds were disbursed, detailing the beneficiaries, means of disbursement and projects funded. The report should be accompanied with substantive evidence and images, if applicable. The report should be submitted once all collected amounts have been disbursed to ultimate beneficiaries.

6. General Terms and Conditions

- a. The above procedures and regulations are not applicable to direct donations without publicity, yet the Humanitarian Organizations are requested to declare the collected donations in their annual activity report and should be reflected in their annual financial audit report. In case of direct donations with publicity, IACAD's prior approval must be obtained. The 10% deduction shall not apply to direct donations received without conducting fundraising activities.
- b. In case of fundraising campaigns held in partnership with other local charities, the Humanitarian Organization should request an NOC from IHC.
- c. All fundraising activities conducted in collaboration with companies non-licensed in Dubai, or including activities outside the Emirate of Dubai are not subject to these procedures and regulations. In such cases, the Humanitarian Organization must submit a request to partner with the UAERC, being the authorized charity to manage fundraising activities across the UAE.

IHC Fundraising Application

Applicant Organization Name	
Event/Campaign Name	
Event/Campaign Type	<input type="checkbox"/> Auction <input type="checkbox"/> Gala Dinner/Concert <input type="checkbox"/> Online <input type="checkbox"/> Marathon/Sports Activity <input type="checkbox"/> Competition / Contest <input type="checkbox"/> Sale of Items <input type="checkbox"/> Sale of Tickets <input type="checkbox"/> Other
Description <i>(Please provide details on program, activities, targeted audience, etc.)</i>	
Fund Collection Mechanism	<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cash / Cheques <input type="checkbox"/> In-Kind <input type="checkbox"/> Online <input type="checkbox"/> Ticketing <input type="checkbox"/> Other
Details	
Event Venue <i>(If applicable)</i>	
Event or Campaign Duration & Dates <i>(maximum 3 months)</i>	From Click here to enter a date. To Click here to enter a date.
Expected Amount to be Collected	
Expected Cost	
Intended means of marketing / publicity for the event or campaign	

<p>Fundraising Objective <i>(please provide information on beneficiaries, projects to be funded from collected amounts including place of the projects, etc...)</i> <i>Note: place of the project shall not be inside the UAE</i></p>	
<p>Disbursement of collected donations <i>(Please provide information on country of donations' disbursement- specify if the donations will be spent on procurement of in-kind donations in the UAE, or same procurements/ projects outside the UAE)</i></p>	
<p>Partner Name</p>	
<p>Type of Partnership - Brief</p>	<p><input type="checkbox"/> Organizer <input type="checkbox"/> supporter <input type="checkbox"/> Online Portal Provider <input type="checkbox"/> Other</p>
<p>Projects Supported - Brief</p>	<p><input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Children <input type="checkbox"/> Food <input type="checkbox"/> Shelter <input type="checkbox"/> Other</p>
<p>Fundraising activity manager's Contact details</p>	<p>Name: Email: Mobile Number: Telephone Number:</p>

Authorized Signatory's Name:

Signature:

Date:

Stamp: