International Humanitarian City

Fundraising Regulations

In line with the laws and decrees regulating the raising of Donations in the Emirate of Dubai, any Humanitarian Organization wishing to conduct Fundraising Activities in Dubai must adhere to these Fundraising Regulations (the "Regulations").

1. Definitions

a. These Regulations apply to the Humanitarian Organizations, their officers and any person who has an obligation under these Regulations.

b. The following words and expressions, wherever mentioned in this document, will have the meaning indicated opposite each of them unless the context implies otherwise:

Donations: money voluntarily donated by donors to others for philanthropic, benevolent, aid, or charitable purposes.

Fundraising: collecting Donations for philanthropic, benevolent, aid, or charitable purposes.

Fundraising Activity: any activity or program designed for the purpose of raising Donations. This includes Fundraising Events and Fundraising Campaigns.

Fundraising Campaign: a program or a process designed over a set period to raise Donations supporting a project, cause or mission of a Humanitarian Organization.

Fundraising Event: an event designed to raise Donations and support for a Humanitarian Organization's mission. This can include concerts, auctions, half marathons, etc....

Humanitarian Organization: the branch of local organization, international organization, governmental organization, non-governmental organization or non-profit organization licensed in IHC; or an organization, agency, programme or fund of the United Nations operating from IHC.

IACAD: The Islamic Affairs and Charitable Activities Department.

IHC: International Humanitarian City Authority.

Partner: any entity licensed in Dubai and with which a Humanitarian Organization collaborates in order to promote, sponsor, or organize a Fundraising Activity.

UAE: United Arab Emirates.

2. Requirements

a. The Humanitarian Organization must complete the Fundraising Application Form (set out in Annex 1) and submit it along with the below required documents to fundraising@ihc.ae :

   i. Copy of valid trade license of Partner(s);

   ii. Copy of valid passport, visa, Emirates ID (front and back), personal photo of the Fundraising Activity's manager and his contact details;

   iii. Document proving that the Fundraising Activity's manager is employed by the Partner(s).

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

3. Approval Timeframe

a. The Humanitarian Organization must submit 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 application.

c. Once the application is approved by IHC, it shall be forwarded to 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. Other authorities' feedback might be required for special cases. Time frame may vary accordingly.

4. Collection of Donations During Fundraising Events

a. During any Fundraising Event, Donations may be collected by all or any of the following means:

   i. Bank transfer to IHC's bank account;

   ii. Cheque under the name of the "International Humanitarian City";

iii.   IHC's credit card machine;

iv.   Online portal channeling the Donations directly into IHC's bank account.

b.   In order to ensure that the Fundraising Event is conducted in compliance with these Regulations and the applicable laws and decrees, IHC and IACAD's representatives reserve the right to be present during the Fundraising Event. In case of Fundraising Events where entrance is by reservation or special invitation, the Humanitarian Organization shall avail at least two (2) entries to IHC and two (2) entries to IACAD.

c.   Where the Fundraising Event includes entertainment, auction, or ticketing, the prior approval of the relevant authority regulating such events must be obtained and attached to the submitted application.

5. Imperatives of Collection of Donations

a.   Donations may be collected directly by the Partner(s) of the Humanitarian Organization during a Fundraising Campaign. However, the Humanitarian Organization must not deposit Donations generated from Fundraising Activities directly into its UAE local bank account or foreign bank account outside of the UAE.

b.   The Humanitarian Organization must not collect Donations through donation boxes.

c.   IHC receives Donations on behalf of the Humanitarian Organization. The latter is prohibited from receiving Donations directly into its UAE local bank account or foreign bank account outside of the UAE.

6. Reporting and Transfer of Collected Donations

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 be transferred from donors and partners to IHC's bank 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 Humanitarian Organization.

c.   Transfer of the collected Donations to outside of the UAE shall be exclusively done by IHC through the appropriate channels.

d.   The Humanitarian Organization shall submit a comprehensive report on how the collected Donations 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.

7. **Direct Donations**

    a. These 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. The same should be reflected in their annual financial audit report.

    b. In case of direct Donations with publicity, IACAD's prior approval must be obtained.

    c. To be able to transfer the direct Donations to outside of the UAE, the Humanitarian Organizations must transfer the direct Donations to IHC's bank account. IHC shall transfer the direct Donations through the appropriate channels.

    d. The 10% deduction shall not apply to direct Donations received without conducting Fundraising Activities.

8. **General Terms and Conditions**

    a. The amount expected to be raised from a Fundraising Activity must not be less than AED 10,000.

    b. The amount raised from a Fundraising Activity must not be used to cover any cost related to the Fundraising Activity.

    c. The Fundraising documents, and advertising materials must include and display the permit number, IACAD's logo and must state that the permit is issued by IACAD.

    d. Any request for amendment or cancellation of an issued Fundraising permit must be submitted with the justification to IHC's concerned team in writing.

    e. To be eligible for an application for renewal of Fundraising permit, the amount raised from the original Fundraising Activity must not be less than AED 10,000.

    f. In case of Fundraising Campaigns held in partnership with other local charities, the Humanitarian Organization should obtain a Non-Objection Letter from IHC.

    g. All Fundraising Activities conducted in collaboration with companies or entities not licensed in Dubai, or consisting of activities outside of the Emirate of Dubai are not subject to these Regulations.

Annex 1 - Fundraising Application Form

Humanitarian Organization Name	

Fundraising Event/Campaign Name	

Fundraising Event/Campaign Type	☐ Auction ☐ Gala Dinner/Concert ☐ Online ☐ Sale of Tickets ☐ Other
Description *(Please provide details on program, activities, targeted audience, etc.)*	

Mechanism of Collection of Donations	☐ Bank Transfer ☐ Cheques ☐ In-Kind ☐ Online ☐ Ticketing ☐ Other
Details	

Fundraising Event Venue *(If applicable)*	

Fundraising Event or Campaign Duration & Dates *(maximum 3 months)*	**From** Click here to enter a date. **To** Click here to enter a date.

Expected Amount to be Collected *(shall not be less than AED 10,000)*	

Expected Cost	

Intended Means of Marketing / Publicity for the Fundraising Event or Campaign	

Fundraising Objective (please provide information on beneficiaries, projects to be funded from collected amounts including place of the projects, etc...) Note: place of the project shall not be inside the UAE	

Disbursement of Collected Donations (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)	

Partner Name	
Type of Partnership - Brief	☐ Organizer ☐ supporter ☐ Online Portal Provider ☐ Other

Projects Supported - Brief	☐ Education ☐ Health ☐ Children ☐ Food ☐ Shelter ☐ Other

Fundraising Activity manager's Contact details	Name: Email: Mobile Number: Telephone Number:

Authorized Signatory's Name:

Signature:

Date:

Stamp: