

## **Compliance Statement**

Blue Teapot Theatre Company is committed to complying with the Statement for Guiding Principles for Fundraising and have formally discussed and adopted the Statement at a meeting of Directors on Monday 29<sup>th</sup> February 2016.

Blue Teapot Theatre Company confirms its commitment to the principles set out in the Statement of Guiding Principles for Fundraising by a statement to that effect in its annual report.

Blue Teapot Theatre Company has a Donor Charter which is consistent with the Statement of Guiding Principles for Fundraising.

Blue Teapot Theatre Company regularly monitors compliance with the Statement of Guiding Principles for Fundraising and compliance reports are received annually by the Board of Directors.

Blue Teapot Theatre Company considers the Statement of Guiding Principles for Fundraising when planning all fundraising activity.

Blue Teapot Theatre Company has a policy on evaluating and deciding the allocation of funds. This is in line with Blue Teapot Theatre Company's strategic plan.

Blue Teapot Theatre Company has a policy on working with third party fundraisers and ensures that all fundraisers comply with Blue Teapot Theatre Company standards and practices.

Blue Teapot Theatre Company provides honest, open and transparent disclosure when fundraising from the public.

Blue Teapot Theatre Company has appointed the General Manager to be responsible for compliance with the Statement of Guiding Principles for Fundraising.

Please Contact:

Sonja Brodie  
General Manager  
Blue Teapot Theatre Company  
Munster Avenue  
Galway

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Email: [info@blueteapot.ie](mailto:info@blueteapot.ie)  
Web: [www.blueteapot.ie](http://www.blueteapot.ie)

Blue Teapot Theatre Company ensures that fundraising staff are provided with information and training on the Statement of Guiding Principles for Fundraising and its implementation.

Blue Teapot Theatre Company has a feedback and complaints procedure consistent with the Statement of Guiding Principles for Fundraising. Feedback is recorded for review by relevant staff including the CEO and Director of Blue Teapot Theatre Company and the Board of Directors.

Blue Teapot Theatre Company prepares financial reports consistent with the requirements of the Charities Act 2009 which include a statement concerning the extent to which control of the organisation is independent of its funding sources.

Blue Teapot Theatre Company ensures that all donations are tracked and recorded and comply with data protection requirements.

Blue Teapot Theatre Company is accessible to the public through, open office, postal address, phone and email.

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