

NON-DEVELOPMENT POLICY

Version	1
Approved by Board on	18/11/2021
Schedule Review Date	November 2026

POLICY AND INTRODUCTION

The purpose of this policy is to guide Cambodian Kids Foundation (CKF) to make a clear separation between development and non-development objectives and activities. This policy addresses CKF's obligations to accurately represent our activities to people we work with, and when communicating with or soliciting donations from private donors and the general public.

SCOPE

This policy is intended to apply to all CKF activities and is applicable to CKF staff and volunteers. Where possible, CKF will also seek to ensure that this policy is applied by CKF community partners.

DEFINITION OF DEVELOPMENT AND NON-DEVELOPMENT ACTIVITIES

Development activities

CKF is committed to addressing the root causes of poverty in our communities through education and ensuring that funds and other resources designed for the purpose of development are used only for those purposes. In doing so CKF applies our core values to development activities - ensuring welfare and safety, maximising impact, honesty and integrity, sustainability, giving a hand up not a hand out, and keeping it grassroots.

CKF is a secular organisation and does not engage in or support any evangelical activities and is not linked to any political party.

Non-development activities

The following definitions of non-development activities include:

- Welfare activities: those that provide direct assistance because of a need to maintain individuals in a particular condition on a long-term basis. They generally seek to address immediate needs rather than address broader development needs, have no strategy for integration into a broader community development program and are implemented independently of other sustainable community development activities
- Evangelism activities: those with the intention of promoting a particular religious adherence or converting individuals or groups from one faith and/or denominational affiliation to another.
- Partisan political activities: include political, lobbying and advocacy activities, that are carried out for the sake of, or in aid of, a particular political party.

OUR COMMITMENTS

CKF is committed to the following principles to ensure that:

- Our activities are represented to the communities we work with, including donors and the general public.
- Our fundraising for development purposes is not used to exploit people or communities who are vulnerable and does not place any conditions or obligations on beneficiaries in terms of non-development, religious or political outcomes that would affect their access to participation in activities.

1. We will have a clear separation between development and non-development activities

Procedures include:

- CKF will assess all project proposals to determine whether they include non-development objectives or activities as part of our activity development framework.



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- CKF will assess and record any issues, which must then be followed up to ensure the policy requirements are satisfied before the project is approved.
- Our assessment process will record any aspects of the project that should be closely monitored over the life of the project to ensure its compliance with this policy.
- CKF will identify whether community partners are engaged in non-development activities, and if so, how to manage and account for them separately to development activities.
- Components of projects that represent non-development activities will be reported and accounted for separately to development components.
- In-country project monitoring will include, where relevant, monitoring of the separation of non-development activities from development activities.

2. This separation will be clear in all fundraising, programs and other activities, in public communications and in all reporting including Annual Reports.

Procedures include:

- Guidelines are in place that address appropriate reporting in organisational promotional materials.
- All photographs and written content supplied by community partners for reporting materials, will be reviewed for differentiation between development and non-development activities.
- Communication materials will be reviewed prior to the publication to ensure separation of reporting and fundraising for aid and development and non-development activities.

3. Any fundraising initiatives that include reference to both development and non-development activities will provide donors with the choice of contributing to development activities only.

Procedures include:

- Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between development and non-development activities.



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- Where fundraising solicitations include reference to both development and non-development activities, they will be reviewed to ensure that the donors are provided with the choice of contributing to development activities only.

4. The separation of development and non-development activities will be extended to partners.

Procedures include:

- Communications with new partners will state CKF's position on support for non-development activities, and community partners will receive a copy of this policy.
- Our agreement [Memorandum of Understanding](#) (MoU) or equivalent will include clear definitions of development and humanitarian activity and non-development activity.
- Our agreement Memorandum of Understanding (MoU) or equivalent will require our partner to agree that CKF support is designated for aid and development purposes and will not be used to fund any non-development activities.
- Ongoing dialogue between CKF and community partners will reinforce the definitions of development and humanitarian and non-development activity and the need for this separation.