



Kijana Kwanza (Young People First)

Donation Policy for Donors

How your donation creates impact, safely and responsibly

1. Why This Policy Exists

Every donation, large or small, plays a vital role in improving the lives of children and young people in Tanzania. This policy explains clearly and openly how we manage and use your contribution, and how we honour the intentions behind your gift.

Our commitment is to:

- use your donation wisely and with care
- run safe, accountable programmes
- be transparent about how funds are allocated
- ensure long term sustainability so help reaches the children who need it most

2. Restricted and Unrestricted Funds

Many donors choose to restrict their donation to a specific purpose, for example child sponsorship, feeding children, school supplies, healthcare, or vocational training. We honour these choices and use restricted funds exactly as intended.

Restricted donations cover all the real costs needed to deliver an activity, not just the visible elements.

For example, a donation for feeding children may include:

- food ingredients
- a cook
- fuel, firewood or gas
- transport to and from the market
- soap and cleaning supplies
- equipment and utensils

This approach, known as full cost recovery, ensures that each programme is reliable, safe and properly managed.

Every restricted donation includes a 10% contribution to unrestricted funds. This supports the core systems that make restricted activities possible, such as safeguarding, child protection,

staff training, financial oversight, legal compliance, beneficiary assessments, outcome measurement, and regulatory requirements in both the UK and Tanzania.

Without these functions, restricted programmes would be inconsistent, unsafe or unsustainable. The 10% contribution ensures your donation has the greatest possible impact.

3. Faith Based Giving (Zakat, Tithes and Other Traditions)

We welcome supporters from all faiths and none. Many donors choose to give through moral or faith based traditions, and we respect and honour this.

Faith based giving is treated as restricted, with Zakat, tithes and similar donations kept as separate restricted funds so we can use them exactly as donors intend.

3.1 Zakat

For Muslim donors who give Zakat as a religious duty:

- we act as a responsible trustee of these funds
- we only allocate Zakat to eligible beneficiaries in line with recognised Islamic principles
- Zakat is spent directly on the individual, not on organisation related costs

3.2 Tithes and Other Christian Giving

For donors who give through Christian traditions, such as tithing, offerings or church collections:

- we support activities that reflect Christian values of compassion and service
- funds are directed to work that aligns with Christian giving, including support for vulnerable children and families during Easter and Christmas
- tithes are spent on individuals and families, not on administration

3.3 Our Approach

When a child or family meets the specific criteria for a faith based gift, those funds are allocated to them. When they do not, we use other funds to ensure everyone receives fair and dignified support.

We remain committed to supporting all vulnerable children and families, regardless of their faith.

4. Emergency Appeals

Occasionally we launch emergency appeals to respond to urgent crises, such as floods, fires, food shortages or unexpected displacement.

Emergencies can evolve quickly. Needs may shift from blankets to food parcels, or from temporary shelter to repairing damaged homes.

When this happens, we use funds raised to meet the overall purpose of the appeal, to provide urgent relief to affected children and families.

5. Appeal Surpluses

Some appeals receive more donations than anticipated.

When this happens, we first increase outputs, for example distributing 275 school packs instead of 250.

If increasing outputs is not possible, any surplus is used for a similar purpose or project so your donation continues to support the needs that inspired the appeal.

6. Child and Student Sponsorship

The actual cost of supporting a child or student exceeds our suggested minimum donation of £50 / \$70 per month and may be up to three times higher depending on a child or young person's needs, educational programme, or future plans.

To ensure reliability, we:

- use unrestricted or relevant restricted funds to supplement the Child and Student Sponsorship budget
- may allocate more than one sponsor per child, up to a maximum of three
- hold up to 10% of sponsorship funds in reserve to protect children when sponsors stop or when exchange rates fluctuate

All sponsorship funds remain fully restricted to meet the diverse needs of children and young people under our care, from shelter to healthcare, meals, education and training.

7. How Your Donation Is Processed

When you donate:

- your gift is recorded securely in our system
- you receive a receipt for automated donations, or may request one for bank transfers
- Gift Aid is applied where eligible
- restricted funds are tracked separately
- funds transferred to Tanzania follow clear grant agreements and approved budgets
- we report back on impact and use of funds

Donor information is kept confidential in accordance with our legal obligations. While donors may choose not to be publicly acknowledged, Kijana Kwanza must maintain appropriate internal records of all donations and donors.

8. Gift Aid

Gift Aid adds 25% to eligible donations from UK taxpayers.

We use Gift Aid to strengthen the sustainability of the organisation and support new projects, including land purchases or capital investments. As unrestricted income, Gift Aid may also support overheads, governance and frontline delivery.

9. Refunds

Refunds are strictly regulated.

We only issue refunds where:

- a project cannot be delivered and no similar activity is available
- the donation was clearly made in error
- illegal funds were used
- accepting the donation poses reputational risk

10. Accountability and Stewardship

We keep operational costs proportionate and focused on what is essential.

We do not cut corners, but we use every donation responsibly and with care.

We maintain:

- transparent bookkeeping in the UK and Tanzania
- monthly monitoring
- independent examination or audit
- trustee oversight of financial and programme delivery
- clear reporting to donors

Your trust matters, and we work hard to maintain it.

11. More Information

You can find a copy of this Donation Policy online, or email us at admin@kijana-kwanza.org with any queries.

We are always happy to explain how your donation is used and the tremendous difference it makes in transforming young lives in Tanzania.

Policy adopted: 28 February 2023

Last reviewed: 25 July 2026

Next review due: 25 July 2027