



# T&E Funding Acceptance Policy

## Purpose

Funding is essential for T&E to deliver its mission of promoting clean, sustainable, and fair transport in Europe. This Funding Acceptance Policy ensures that all financial contributions are assessed for both their benefits and potential risks. It defines the principles that guide our decisions and establishes a transparent process for evaluating each funder and contribution. Through this policy, T&E ensures that all funding aligns with our values while enabling effective and responsible resource mobilisation.

## Guiding Principles

T&E's independence and credibility are its greatest assets. All funding decisions must follow these principles:

- **Independence:** No donor may influence our positions, research, or advocacy
- **Integrity and Alignment:** Funding must serve our mission and strategic objectives
- **Credibility and Reputation:** We avoid any funding that could create real or perceived conflicts of interest
- **Proportionality:** Administrative and reporting requirements must be proportionate to the size and value of the grant
- **Transparency:** All major funders are publicly disclosed, and decisions are properly documented

All sections below must be read and applied in line with these guiding principles.

## Acceptable and Non-Acceptable Funding Sources

### Acceptable Sources

T&E may accept funding from the following sources, provided they respect the guiding principles and pass due diligence:

- Public institutions and agencies (EU, national, or international)

- Private and family foundations, including corporate-linked foundations that operate independently
- Non-profit organisations, research institutions, and academic bodies
- Individual supporters
- Donor-Advised Funds
- Legacies and gifts in wills
- Lotteries, pooled funds, or collective mechanisms managed by reputable institutions
- Member contributions from T&E's federation members
- Honoraria or small compensation for participation in events, when it is clearly a token of appreciation and not payment for endorsement.

Acceptable categories define eligibility but do not represent a fundraising strategy; T&E may not actively pursue all of them.

### Non-Acceptable Sources

- Any source that does not respect our guiding principles
- Private companies, commercial entities, or industry associations
- Individuals or organisations whose main income derives from fossil fuels, high-emission transport, or other activities that may compromise T&E's independence and reputation
- Political parties, candidates, or partisan organisations.

T&E also rejects funding that could be perceived as influencing our positions, undermining public trust or compromising the organisation's independence.

### Due Diligence and Decision-Making

To protect T&E's independence, integrity, and reputation, all funding opportunities must undergo due diligence, with a process that depends on whether the funder is new or an existing, previously approved funder. A Due Diligence Form accompanies this policy and guides staff in assessing new funders ensuring the funds are aligned with this policy.

### New Funders

All new funders need to be approved by the Executive Director and will be brought to the Senior Management Team for consultation. The relevant Senior Director is responsible for ensuring that the due diligence check is conducted ensuring the ED has the right level of information to base a decision on. The due diligence process evaluates both the funder (its structure, key individuals, and funding sources) and the grant (its objectives and conditions).

All decisions and justifications are documented and retained internally.

## Existing Funders

For funders who have already been approved and completed due diligence within the past three years, a simplified process applies for renewals or new grants. This simplified check focuses only on whether the proposed activities and terms remain aligned with T&E's work programme and values, and that no new conditions or risks have emerged that affect the previous decision.

- The Director of the lead team responsible for the project is accountable for reviewing and approving the proposed funding, confirming that it continues to respect T&E's guiding principles.

Routine renewals do not require completion of a due diligence form or internal record entry.

Every three years, a due diligence of the funder shall be repeated using the Due Diligence Form and follow the same decision-making process as for new funders. The grant manager is responsible for this process and for flagging any issues or concerns to the relevant Senior Director.

All due diligence documentation is confidential and shared only with staff members directly involved in the process.

If the risk level is considered high or the value exceeds more than 10MEUR over 3 years the Executive Director will inform the Board President.

## Transparency and Disclosure

T&E strives to disclose relevant information about the organisation's funding sources. On our website and in our annual report T&E will be transparent about the level of institutional funding and/or individual Major Gift support we receive, but will only expose as much information about individual donors and institutional funders as local privacy regulations such as GDPR requires, respecting a donor's wish of anonymity if required. The same applies to legacy prospects and legacy donors.

If an individual donor might be put at risk by T&E publishing their name, their identity will be withheld. However, at an internal level that information will be available for T&E's Board of Directors and relevant staff. We also maintain registration in the EU Transparency Register (No. 58744833263-19).

## Review and Updates

This policy is reviewed every five years, or earlier if needed, by the Head of Grants and the Chief Operating Officer. Changes to the policy need to be signed off by the Executive Director.