



## **CHARITABLE DONATIONS POLICY**

**Approval Date: May 2019**

**Review Date: May 2022**

**Signed: Secretary** \_\_\_\_\_

**Chair** \_\_\_\_\_

## **1.0 INTRODUCTION**

- 1.1 The purpose of this policy statement is to outline the Association's position regarding supporting requests for donations from charitable and similar causes.
- 1.2 Spire View Housing Association's (SVHA's) Rules (Clause 79.2) require that the board shall set and review periodically its policy for the donation of funds to charities and other similar causes. Such donations must further the objectives of SVHA, and the board must report to the shareholding members of SVHA on such donations as are made. This Policy meets the requirements of the Rules.
- 1.3 Details of any donations made from year to year under this policy will be provided in Spire View HA's annual report, a copy of which will be provided to each member of the association.
- 1.4 All matters relating to the receiving of gifts and hospitality by staff and board members, including gifts and hospitality provided by SVHA, and seeking donations from contractors or suppliers when fundraising for charity or for prizes at our community events, are dealt with in SVHA's Entitlements, Payments and Benefits Policy.

## **2.0 GENERAL PRINCIPALS**

- 2.1 The Association recognises that its primary purpose relates to the provision of rented housing and related services within the Royston community. It also has a duty to ensure that income, which largely comes from rents, is used wisely. In light of this the Association will seek to support charitable causes and similar which relate to the following:

- Projects that relate to the provision of housing, the support to tenants and households and the alleviation of homelessness.

OR

- Projects that relate to or specifically benefit the Royston community.

OR

- Fundraising exercises undertaken by organisations or individuals connected to housing or the Royston community.

## **3.0 BUDGETING**

- 3.1 Each year as part of the budget setting process a sum of money will be set aside for the support of charitable organisations, this will be disseminated to relevant staff.

- 3.2 The Director will have delegated authority to make payments to charitable causes in accordance with this policy of £200 or less, but must report to the next following meeting of the management committee any donation(s) made under these delegated powers, including an explanation of how it complies with the policy's requirements.

#### **4.0 FUNDING DECISIONS AND LEVELS**

- 4.1 Staff will consider funding requests that are received at the office. Those that are considered to match the general principals outlined above will be reviewed and if authorised this will be done in line with this policy and in light of the available budget and the applicant group will be advised accordingly of the outcome of the request.
- 4.2 The Director will have delegated authority to make payments to charitable causes in accordance with this policy of £200 or less, but must report to the next following meeting of the management committee any donation(s) made under these delegated powers, including an explanation of how it complies with the policy's requirements. .
- 4.3 Only one donation will be given to an individual or organisation in any one year. The maximum that can be given to any individual is £200.
- 4.3 In exceptional circumstances further requests from applicants will only be considered by committee at a board meeting.

#### **5.0 REPORTING and REVIEW**

- 5.1 All donations made within the terms of this policy during any given year will be reported to the board in a format that can then be incorporated into the annual report of the associations work for the year which will be circulated to all members of the association.
- 5.2 This report will include details of names and amounts paid to all individuals and organisations.
- 5.3 This policy will be reviewed at least every 3 years by the management Committee and staff are responsible for ensuring that it meets legal and good practice requirements.