



Rural Stirling
Housing Association



GROUP COMMUNITY DONATION FUND POLICY

Rural Stirling Housing Association, Registered as a Scottish Charity No. SC037849 Venachar Limited, Incorporated under the Companies Act (Company Number SC447415) Registered Office: Stirling Road, Doune, FK16 6AA	
Policy Name	Group Community Donation Fund Policy
Policy Category	Corporate
Date First Approved by Board	23 May 2019
Date Policy Reviewed	11 August 2022
Review Period	3 years
Review Due	2025
EIA	Yes

1. Introduction

This policy formalises the Association's approach to making donations to community groups, activities and charitable organisations.

The Association will annually review and agree to set aside a budget for such donations. This will be carried out as part of the annual budget setting process which will be formally approved by the Board each March.

The association reserves the right to suspend or cancel the fund in line with budgeting constraints at any time.

2. Donation Criteria

The Association is keen to promote and support appropriate causes within the Rural Stirling Area which further our objects and support our mission and strategic objectives.

All donations will be consistent with our charitable objectives and the Association's Rules (*Rule 79.2 (page 22) under the heading of Surpluses and Donations*) and aimed at benefitting:

- The Association's tenants or prospective tenants – either directly or indirectly; or
- Rural Stirling communities more generally – particularly in respect of the development of local services, facilities and provision for the disadvantaged.

Applications are invited, from eligible bodies, for any project which might meet these key criteria. Examples of previous donations include contributions towards:

- The costs of repairing or acquiring community buildings/halls;
- Building a footbridge; and
- Providing play facilities.

We will not fund applications that:

- Will only benefit one individual or household;
- Cover regular running costs;
- Relate to past expenditure; or
- Projects supporting or promoting political or religious beliefs.

3 Equality & Diversity Statement (Group Statement)

We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will

apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

This policy and any other Rural Stirling Group (RSG) publication is available in other formats e.g., other languages, Braille, large print, audio.

4 SHR Regulatory Standards

The SHR's regulatory framework sets out Regulatory Standards of Governance and Financial Management to be achieved by all Registered Social Landlords (RSLs). The Board accepts that it is responsible for ensuring that the Association complies with these standards. The standards of direct relevance to this policy are noted below:

Standard 1: The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users

Standard 2: The RSL is open and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

Standard 5: The RSL conducts its affairs with honesty and integrity

5. Awarding Donations

We will invite applications from 31st March each year once the budget has been confirmed for the year ahead and deal with applications on a first come first served basis until the fund is exhausted/a new budget is agreed for the following year.

We will promote the budget on our website and in each addition of Rural Matters.

Applicants will be asked to let us know what the minimum worthwhile donation would be. We will not consider applications for amounts of under £100.

The maximum donation award will be agreed each year and will be proportionate to the total fund available. Total donations awarded in the year must be maintained within the approved annual budgeted amount.

7. Declarations of interest

Where a Member of the Board of Management, or one of our people as defined within the Entitlement, Payments and Benefits Policy (EPB) has any connection with the individual or organisation applying for a donation, they should declare this and they should not take part in either the consideration of or any decision on the application.

8. Eligibility

To qualify your organisation must be a not-for-profit, voluntary, community or charitable body. You must be either based in the rural Stirling area or have a substantial presence here.

You must declare that you are properly constituted and well run organisation, with a set of Rules and a bank account.

9. Application packs and assessment

Applications require to be made in writing, using the Application form provided at **Appendix 1**.

The applications will be assessed by the Corporate Services Team and those meeting the criteria will be presented to the CEO for approval.

In assessing applications, we will look at a range of factors including:

- Who the project will benefit and the evidence of need for it;
- The presence we have, or will have, in the community that will benefit;
- The organisation's own finances and whether a donation is necessary;
- The pattern of previous awards;
- Evidence that the project represents value for money; and
- Whether an award would help secure "match funding" from elsewhere.

10. Decision on awards

The CEO will decide on awards and has delegated authority to make awards from the fund in line with our Schedule of Delegation and the agreed criteria set out in Paragraph 9. An annual report of donations made from the fund will be presented to the Board in March.

11. Publicity

A condition of any donation will be a requirement to provide information about how the money has been spent, and to return any monies not required.

We reserve the right to publicise the donation using press, our newsletter, Annual Report and our website. We would ask applicant organisations that they acknowledge our donation in any of their own publicity.

12. Related documents

- Association's Rules

- Entitlement, Payments and Benefits Policy (EPB)
- Schedule of Delegation

13. Review

We will review and update this policy every 3 years. More regular reviews will be considered where, for example, there is a need to respond to new legislation/policy or regulatory guidance.



**Community Donation Fund
Application Form**

Q1 Name of Organisation applying:

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Company no. (if applicable): Charity no. (if applicable):
Please attach a copy of your Rules, Memorandum and Articles or another governing document.

Q2 Contact Details of applicant

Name:

Address:

.....

Post Code: Contact No.:

Email:

Q3 What donation amount are you applying for? £_____

Q4 Do you have a Bank Account? Yes/No
Are at least two signatures required for release of funds from your account? Yes/No

Q5 Please tell us briefly what your organisation does?

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Q6 Please tell us what our funding would pay for?

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Q7 a) Who will your project benefit?

We don't need names but we do need an idea of which group(s) of people will benefit – and how many?

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Q8 b) How will these people benefit?

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Q9 When are you planning to start your project?

Month:

Year:

Authorisation:

- We have read and agree to abide by the conditions set out in Rural Stirling Housing Association’s Community Donation Fund Policy.
- We understand and agree that the grant must be used for the intended purpose specified in our application – any changes must first be agreed by Rural Stirling Housing Association.
- We agree to identify and return any underspend to Rural Stirling Housing Association; we understand that if the costs incurred are higher, supplementary applications will not be considered.
- We confirm that this application has the support of our Committee and/or group as a whole.

Main Contact (this should be the same person as at Q2)

Signature:

Please print name:

Position in group:

Date:

Second Contact (Chair, Treasurer or Secretary who must be fully aware of this application)

Signature:

Please print name:

Position in group:

Date: