



Cloch Housing Association

Donations & Sponsorship

Policy Name	Donations & Sponsorship
Policy Category	Corporate & Governance
Policy Number	068
Date Adopted	24/05/2016
Person Responsible for Policy	Corporate Services Officer
Approved by	Board
Last Review	21/01/2020
This Review	30 May 2023
Next Review	May 2026
Equalities Impact Assessment Required	No
Link to other policies	No
Consultation	No

INTRODUCTION & AIMS

- 1.1 Like most businesses, Cloch Housing Association receive requests from charitable bodies and local community organisations for donations and sponsorship. This Policy will cover the circumstances where the Association will formalise our policy in dealing with such requests.

This policy links to the Business Plan priority:

Strategic Priority 10) Enhance tenant and community involvement.

- 1.2 The objects of the Association are to:

- Ensure sustainable places and communities
- Prevention of homelessness
- People supported to live independently as long as possible
- Reduced fuel poverty
- Improved quality of housing
- Improved supply of quality, affordable homes

- 1.3 Section 79.2 of the Rules of the Association state that “The Committee shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of the Association and the Committee shall report to the Members on such donations.”

- 1.4 The aims of this Policy are to:

- i. Improve community spirit and involvement of residents;
- ii. Support fund raising initiatives which benefit tenants;
- iii. Raise the profile of social housing and the importance of housing in people’s lives;
- iv. Help with funds/fund raising for other charities within the Inverclyde that are equally deserving but fall out with points (i-iii) above.

2. SCOPE AND PRINCIPLES OF POLICY

- 2.1 This policy will not cover donations received by the Association as these are covered in the Entitlement, Payments, and Benefits Policy.
- 2.2 Consideration will be given on receipt of a request from an individual or organisation/charity or through recommendation by either a staff member, Board member or share member.

2.3 The Board of the Association recognises that the tenants entrust the funds it receives from the revenue of the Association to them. While the Association has both sympathy and empathy for the requests it receives their first priority is to serve the tenants and customers of Cloch Housing Association. As such decisions our key policy principles are as follows –

- Donations will be made to events where local residents can gain some benefit;
- No funds will be provided to individuals which can be seen as a benefit solely for that individual and their needs – there are many individuals who are in need of assistance who may not come to the attention of the Association;
- Donations will not be offered to individuals where the individual could be seen to personally benefit financially;
- A dedicated budget will be set aside for annual expenditure on donations;
- Sponsorship should be about promoting Cloch HA, the social housing sector or Inverclyde;
- The maximum single donation will not exceed £500;
- All requests and proposals for donations or sponsorship will be submitted to the CEO. This can be done by completing the Donations Request Form found on our K Drive. The donations and sponsorships will thereafter be registered in the register book which also holds details of our Entitlements, Payments & Benefits. The electronic Donations Register will also be updated that shows the running balance of funds remaining.

3. COMPLAINTS AND APPEALS

3.1 The decision of the Board is final, however, should someone feel that they have been treated unfairly or that the policy is discriminatory in any way, they can complain through the Associations Complaints Handling Procedure, which can be obtained from the Association.

4. MONITORING AND REVIEW

4.1 The Board will receive 6-monthly reports on the preceding period outlining what donations and sponsorship have been made.

4.2 The donations made each year will be reported in our annual report.



5. POLICY AVAILABILITY

- 5.1 This document can also be provided in large print, braille, audio, or other non-written format and in a variety of languages, on request.