

Donations and Sponsorship Policy

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Linthouse Housing Association

Policy on Donations and Sponsorship

1. Introduction and Aims:

- 1.1 Linthouse Housing Association (LHA) receives requests from charitable bodies and local community organisations for donations. This policy covers the criteria and circumstances to allow for the Association to manage requests for and make donations to such organisations.
- 1.2 The objects of the Association are to "provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care..." and the "permitted activities and powers of the Association will include anything which is necessary or expedient to help the Association achieve these objects.
- 1.3 LHA's Rules (Clause 79.2) requires the Management Committee to set out and review periodically its policy for the donation of funds to charities. Such donations must further the objects of the Association and the Committee will report to the Members on such donations made. This policy therefore meets the requirements of the Rules.
- 1.4 Details of any donations made from year to year under this policy will be provided annually for members of the Association at the Annual General Meeting.
- 1.5 All matters relating to the receiving of gifts and hospitality by staff and Committee Members, including gifts and hospitality provided by LHA, and for seeking and receiving donations from contractors or suppliers when fundraising for charity or financial support for our community events, are dealt with in LHA's Entitlements, Payments and Benefits Policy.

2. Donations to Charities and Community Organisations

- 2.1 LHA is permitted to make donations to charities and community organisations which are in furtherance of its objects. All such donations must be provided for within the approved budget for the year. Where any such individual donation is likely to be in excess of £250, or where more than one donation is to be made to the same organisation in the same year, constituting a likely aggregate sum in excess of £250, specific prior approval to make this donation must be obtained from the Management Committee. Decisions on Donations or Sponsorships of a value of £250 or less, are delegated to the Chief Executive Officer. These will be reported retrospectively for information to the Management Committee.
- 2.2 It is a founding principle of LHA that it will support initiatives to promote social regeneration within its area of operation, to enhance the quality of life of its tenants and service users and to invest in the future of its local community. These key objectives are part of its objects. Donations to charities and community organisations may be made in pursuit of these objectives. This will primarily be (but is not limited to) organisations based in or delivering services in Linthouse HA's area of operation, for the benefit of the communities we serve.
- 2.3 LHA may deliver these objectives not only by donations but also by direct provision of appropriate activities and services, or by outsourcing such activities and services to a suitable organisation.
- 2.4 Any payments made to charities or community organisations in pursuit of these objectives must be made within the terms of a written agreement or exchange of letters between the

parties, identifying the aims to be achieved, the outputs and outcomes desired, the cost of such provision, and any other relevant requirements of LHA in protecting its interests. The cost of donations will be contained in line with approved LHA budgets. All donations granted must be in line with this policy and all relevant Association policies.

- 2.5 Donations to charities or community organisations will take the form of money, purchase of equipment, advertisement, or any other appropriate form consistent with LHA's Rules. However, LHA will accept no liability for the upkeep, disposal or replacement of any equipment which has been grant funded.
- 2.6 LHA will not consider requests for donations which comprise ongoing financial support to another organisation, excepting start-up funding which will not normally be made after two years of a project's or organisation's inception. LHA reserves the right to refuse donations requests from organisations which may have received a donation from LHA within the last three years.
- 2.7 Applications will not be considered from voluntary organisations whose purpose is political, or where the request is to be applied for political purposes; where the grant would be applied for purposes which LHA deems to be non-charitable in nature; or where LHA considers the organisation not to be viable or unlikely to be operating in the short-term future.
- 2.8 LHA may wish to sponsor an event such as a conference, or seminar or other item such as a calendar, information leaflet, newsletter or similar publication. Such opportunities will be considered on a case by case basis, and in accordance with this policy.
- 2.9 Similarly, LHA may also consider sponsorship of individuals taking part in a fundraising event, where this is for a recognised charity or community organisations. Again, such requests will be considered on a case by case basis, and in accordance with this policy.
- 2.10 When considering grant and sponsorship requests, the organisation making the request, where deemed relevant by the Association, may be asked to provide any further supporting information. It may also be asked to attend a meeting with LHA staff members. This will allow LHA to satisfy itself where required of the details of the proposal. LHA where possible will also be able to signpost or assist in providing further information on alternative funding sources. Any opportunities for good publicity for LHA and/or the organisation may also be considered.
- 2.11 In dealing with any request for a donation or sponsorship, LHA reserves the right to discuss with or require an organisation to demonstrate to LHA's satisfaction that it has tried to secure grant funding from other sources, or to match fund contributions requested from LHA.

3. Bequests and substantial donations to Linthouse HA

- 3.1 LHA may accept money, property, etc. that is bequeathed to it, to be applied in accordance with its objects, aims and objectives. It may also accept donations from individuals or organisations who wish to support its work and activities.
- 3.2 LHA will seek to respect the wishes of any benefactors as to how such funds are applied, subject to these being within the association's objects and purposes, and current aims and objectives.
- 3.3 Any such bequests or donations to LHA will be managed in terms of our Entitlements, Payments and Benefits Policy

4. Reporting and Review

- 4.1 All donations made within the terms of this policy during any given year will be reported to the LHA Management Committee in a form that can be reported to LHA's Annual General Meeting.
- 4.2 This information will include details of names and amounts paid to all organisations and sponsored individuals.
- 4.3 This policy will be reviewed every three years.