



Donations and Sponsorship Policy

Policy Implementation Checklist:	
Policy Guardian:	Chief Executive Officer
Policy Author:	Community Empowerment Officer
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Policy linkages:	Entitlements, Payments & Benefits (EPB) Financial Regulations LHA Rules

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1. Overview

- 1.1 Linthouse Housing Association (LHA) receives requests from charitable bodies and local community organisations for donations. This policy covers the criteria and circumstances that allow the Association to manage requests 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 necessary or expedient to help the Association achieve these objects*".
- 1.3 LHA's Rules (Clause 79.2) require 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.
- 1.4 Under this policy details of any donations made during the year will be provided to the Management Committee through the Annual Governance Report.

2. Scope

- 2.1 All matters relating to requests for donation or sponsorship received by LHA, or made to the Association by way of bequests or donations.

3. Objectives & Implementation

3.1 Donations to Charities and Community Organisations

- 3.1.1 LHA is permitted to donate to charities and community organisations that further its objects. All such donations or sponsorships must be provided for within the approved budget for the year. Decisions on requests of £250 or less are delegated to the Wider Role Manager and will be reported retrospectively for information to the Management Committee. Where a request is more than £250, or where an organisation makes more than one request in the year which will constitute an aggregate sum above £250, approval to make this donation must be obtained from the Director of Housing and Community Empowerment (DHCE), or another Director in the absence of the DHCE.
- 3.1.2 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. Donations to charities and community organisations may be made in pursuit of these, and will primarily be (but not limited to) organisations based in or delivering services in Linthouse HA's area of operation.
- 3.1.3 Any payments made to charities or community organisations in pursuit of LHA's objects must be made within the terms of a formal request outlining the aims to be achieved, the desired outputs and outcomes, 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.

- 3.1.4 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.
- 3.1.5 LHA will not consider requests for donations which involve ongoing financial support to another organisation, except 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 donation requests from organisations which have received a donation from LHA within the previous three years.
- 3.1.6 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; or where LHA considers the organisation not to be viable or unlikely to be operating in the short-term future.
- 3.1.7 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.
- 3.1.8 Similarly, LHA may also consider sponsorship of individuals taking part in a fundraising event, where this is for a recognised charity or community organisation. Again, such requests will be considered on a case-by-case basis, and in accordance with this policy.
- 3.1.9 When considering donation and sponsorship requests, the organisation making the request must complete a Donation Request Form (Appendix 1) and applications must meet the criteria in the associated guidance notes (Appendix 2). Where deemed necessary by the Association, the applicant may be asked to provide further supporting information or attend a meeting with LHA staff members. This will allow LHA to satisfy itself where required of the details of the proposal.
- 3.1.10 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.

3.2 [Bequests and donations to Linthouse Housing Association](#)

- 3.2.1 LHA may accept money or items that are bequeathed to it, to be applied in accordance with its aims and objectives. It may also accept donations from individuals or organisations who wish to support its work and activities.
- 3.2.2 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, purposes, and Rules.
- 3.2.3 Any such bequests or donations to LHA will be managed in accordance with the Entitlements, Payments and Benefits Policy.

4. Monitoring & Reporting

- 4.1 All donations and sponsorships made within the terms of this policy 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 the identity of all organisations or sponsored individuals and the value of the donation or sponsorship made.

5. Policy Review

- 5.1 This policy will be reviewed every three years.

6. Equalities Impact Assessment

Title of Policy	Donation & Sponsorship Policy
What is the purpose of this policy?	To outline how donation or sponsorship requests/bequests can be made.
Protected characteristic groups affected by this policy:	There are no negative effects on protected characteristic groups
Who is the target audience of this policy?	All staff and governing body members of LHA; prospective applicants
List any existing documentation used to complete this assessment:	N/A
Has any consultation taken place with protected characteristics groups identified?	N/A
What is the likely impact?	N/A
Have you, or will you, put the policy into practice? Who is responsible for delivery of the policy?	Yes; Policy oversight lies with the Community Empowerment Team
How does this policy fit into our wider or related policy initiatives?	This Policy aligns with LHA's EPB and Financial Regulations Policies; and with wider regeneration of the wider Linthouse communities
Do you have a set budget for this work?	Budget agreed annually

7. Version Control

Version Number	Name	Author	Notes
V2-Aug 24 update	Donations & Sponsorship	CeO	GC5

APPENDIX 1 – Donation Request Form

Request for Donation from Linthouse Housing Association

(To be completed following the donation request guidance notes)

Name of Organisation:

Charity No. (if applicable):

Contact Person:

Contact Details (phone and email):

1. Brief description/background of the organisation applying *50 words maximum*

2. Name & brief description of project activity (including location) *150 words maximum*

3. Cost of project activity (please provide a full breakdown of costs)

4. Amount requested from LHA

5. Other sources of funding – both confirmed and pending (including match funding)

6. How does this project fit with LHA's objectives (see guidance notes) *100 words maximum*

7. What are the benefits of this activity to the Linthouse community? What difference will it make for people living here? 100 words maximum

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8. How will the activity be promoted to the Linthouse community? 50 words maximum

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Signed	
Date	

For Official Use

Date Received:

Approved/Declined:

Reason for Declining:

Amount Awarded

APPENDIX 2 – Donation Request - Guidance Notes

Funding Criteria

Applications must fit with the Association's Donations and Sponsorship Policy and further the objectives of the Association:

- Provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage
- Promote social regeneration within LHA's area of operation
- Enhance the quality of life of LHA tenants and service users
- Invest in the future of its local community

Applications will **not** be considered from organisations:

- Whose purpose is political, or where the request is to be applied for political activities.
- Where LHA considers the organisation not to be viable or unlikely to be operating in the short-term future

Applications

Applicants must complete a Donation Request Form and submit this in writing to Linthouse Housing Association, 1 Cressy Street, Glasgow, G51 4RB or by email to Kevin Campbell, Wider Role Manager at kevin.campbell@linthouseha.com

- Decisions on donation requests to the value of £250 or less are delegated to the Wider Role Manager (WRM)
- Decisions on requests above £250, if supported by the WRM, are subject to approval by the Director of Housing and Community Empowerment (DHCE), or another Director in the absence of the DHCE
- Donation requests where more than one request is made by the same organisation in any given year, that would constitute an aggregate sum above £250, are subject to approval by the DHCE, or another Director in the absence of the DHCE
- A decision for requests will be made within 10 working days, and subject to the agreed annual budget
- LHA reserves the right to refuse donation requests from organisations that have received a donation from LHA within the last three years

Please note that when considering requests, the organisation making the request may be asked to provide further supporting information or may be asked to attend a meeting, which will allow LHA to satisfy itself with the details of the proposal.

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.

Reporting

- Successful organisations may be asked to provide a brief report after the activity has taken place
- All donations during any given year will be reported to LHA's Management Committee through the Annual Governance Report and will include details of names and amounts paid

Applicants can contact Gail Paterson, Community Empowerment Officer with questions by email gail.paterson@linthouseha.com or by phone 07881 594891.