



MUIRHOUSE HOUSING ASSOCIATION



MUIRHOUSE HOMES

Title of Policy:	Donations
Date of Adoption or Last Review:	13 March 2017
Lead Officer:	Ainan Groat, Housing Services Team Leader
Date of Next Review:	March 2020
Regulatory Standards of Governance and Financial Management:	Standard 5 The RSL conducts its affairs with honesty and integrity. Guidance 5.3

1. Introduction

- 1.1 Muirhouse Housing Association (MHA) and Muirhouse Homes (MH4) are committed to working in partnership with the local community to provide homes and create a better Muirhouse. Our vision is that we will play a key role in attracting mixed investment to improve the facilities, resources and opportunities in the area.
- 1.2 As part of our Community Development strategy, each year we will make substantial investments in community projects and groups. We will identify, fund and/or support projects locally which have a direct impact on our customers through our Community Investment Fund. Through our Community Chest Fund, we will invite groups and organisations to apply for one-off small amounts of funding to support local activities. These projects will have to meet specific criteria and will be subject to approval, measurement and assessment of outcomes. This Donations Policy is designed to cover those occasions where we may want to give a direct donation to an organisation as a straight forward gift with no requirement for monitoring or feed-back, but this will be an exception rather than the normal route to apply.

2. Aims and Objectives

- 2.1 The aim of this policy is to explain how we will support projects and fund-raising initiatives which benefit our customers and the communities they live in. It sets out the criteria, requirements and circumstances under which a financial donation may be made to another group or organisation.

3. Links with other policies

- Community Development Strategy
 - Equality and Diversity Policy
 - Financial Regulations
 - Antibribery Policy
 - Entitlement, Payments and Benefits Policy
- 3.1 Charitable giving can form part of our wider commitment and corporate social responsibility to the community. We may support a number of charities from time to time through donation or fundraising events involving employees. Our Antibribery policy states that any such charitable donation or organised fundraising will follow the key principles of being transparent, clearly recorded and not serve to create any conflict or perceived conflict of interest.
- 3.2 Our Financial Regulations require that all donations over £1,000 must have prior approval of the Board of Management.
- 3.2 We recognise our social responsibility and promote charity fundraising by the organisation and our staff. Asking for donations from our contractors/ suppliers when fundraising for charity is allowed under our

Entitlement, Payments and Benefits Policy subject to prior approval from the Chief Executive.

4. Criteria for Donations

4.1 We will donate to organisations or groups working within the communities where we have homes. These are likely to be:

- Local or national charities
- Registered amateur sports clubs
- Social enterprises
- Local schools
- Groups with a constitution and audited accounts

4.2 The project or organisation must be able to show that our customers and our community would receive a direct benefit from the donation.

4.3 The organisations values and aims must be in keeping with our values and aims, and our commitment to equality and diversity.

4.2 We will prioritise donations to projects which support the following themes, identified by our customers, community profile and our housing information:

- Strengthening the Community
- Increasing Wealth and Opportunities
- Boosting Health and Wellbeing
- Supporting Children and Young People

4.3 We will not make donations towards any of the following:

- Political/ religious activities
- Grants to individuals
- Core or general running costs
- Building or capital work
- Projects or activities which have already taken place.

4.4 We will only make one donation per year to any given group unless in exceptional circumstances at which point the MHA Board will be asked for approval.

5. Assessment process

5.1 Our main process for allocating funding will be through application for our Community Chest fund, and groups will be encouraged to apply through that method. Donations will be the exception and will be made from the annual amount allocated to the Community Investment fund.

5.2 As there are no conditions to the gift of the donation, there will be only a simple form for groups to fill in and support can be given to help complete this.

- 5.3 Senior Officers will assess the request for donations to make sure that they meet our criteria and then will make recommendations to the Board.
- 5.4 Request for donations of under £1,000 can be approved by the Chief Executive unless there may be a conflict of interest in which case a report will be made to the Board.
- 5.5 If the donations approved by the Chief Executive exceed the cumulative sum of £5,000 in any financial year, then all subsequent donations under £1,000 must be approved by the Board of Management.'
- 5.6 All awards of donations of more than £1,000 must be approved by the Board of Management.

6. Donations of Equipment

- 6.1 Subject to availability, we may have obsolete equipment such as personal computers, monitors and printers which we may donate to worthwhile causes. The equipment will have a nil financial value and all data will be removed.

7. Monitoring and Evaluation

- 7.1 As there are no conditions for the donation gift, there will be no formal monitoring or feedback requirements. However, we will use the opportunity to publicise our support to the community in our newsletter and on social media. The benefits will include raising our profile and helping to create goodwill.
- 7.2 A quarterly report of donations made will be reported to the Board of Management.

8. Review

This policy will be reviewed by the Board every three years.