



**Rural Stirling**  
Housing Association

## **Community Donation Fund Policy**

|   |                                |
|---|--------------------------------|
| <b>Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA<br/>Registered as a Scottish Charity No. SC037849</b> |                                |
| <b>Policy Name</b>  | Community Donation Fund Policy |
| <b>Policy Category</b>  | Corporate                      |
| <b>Date Approved by Board</b>   | 23 <sup>rd</sup> May 2019      |
| <b>Review Period</b>  | 3 years                        |
| <b>Review Due</b>   | 2021                           |

## **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.

The 2019/20 budget for Community Donations will be £8,000.

## **2. The purpose of donations**

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 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. Donation amounts**

A decision on the final donation award made to each applicant will depend on the number of applications received and project aims.

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 £1,500. Total donations awarded in the year must be maintained within the approved annual budgeted amount.

All donations will be subject to approval by the Board. This is in line with the Association's Schedule of Delegation.

#### **4. 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.

#### **5. 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 show you are properly constituted and well run, with a set of Rules and a bank account.

#### **6. Application packs and assessment**

The Community Donations Fund will be advertised on the Association's website and in the tenant newsletters throughout the course of the year.

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

The closing date for applications will be 31 January each year. The applications will be assessed by the Corporate Services Team and those meeting the criteria will be presented to the next Management Board meeting.

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.

## **7. Decision on awards**

The Board of Management will decide on awards at the meeting following the closing date for receipt of applications. All awards will be paid before the year ending 31 March.

## **8. 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.

## **9. Monitoring and review**

This policy will be reviewed after 3 years from the date of implementation or latest review, which will be the date the policy is approved by the Board of Management, or earlier if deemed appropriate.

## **10. Related documents**

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



**Community Donation Fund  
Application Form**

**Q1 Name of Organisation applying:**  
.....

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

**Q4 Please tell us briefly what your organisation does?**  
.....  
.....  
.....  
.....

**Q5 Please tell us what our funding would pay for?**  
.....  
.....

.....  
.....

**Q6 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?:*

.....  
.....  
.....

**Q6 b) How will these people benefit?**

.....  
.....  
.....

**Q7 When are you planning to start your project?**

Month: .....

Year: .....

**Q8** How much will each item or activity cost and how much do you want as a donation? *(Please fill out the table below.)*

| Item or Activity | (A) Total Cost | (B) Amount requested from Rural Stirling Housing Assoc. |
|------------------|----------------|---|
|                  |                |   |
|                  |                |   |
|                  |                |   |
|                  |                |   |
|                  |                |   |
| <b>TOTAL</b>     | £              | £   |

**Q9** If the total in column A above is higher than column B where is the rest of the funding coming from? Are you applying to any other organisations? If so, please let us know which ones:

.....

.....

.....

**Q10** What is the minimum donation that would be worthwhile?

£ .....

**Q11** What financial reserves (balance) did you carry forward from the end of your last accounting year? If you are unable to use these reserves towards this project please tell us why?

.....

.....

**Q12 How long has your organisation been in existence?**  
Years: ..... Months: .....

**Q13 How many members, volunteers and staff does your organisation have?**  
Members: ..... Volunteers: ..... Staff: .....

**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 spent as itemised within 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 understand and agree that we must complete and return monitoring information.
- 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: .....