

**FERGUSLIE PARK HOUSING ASSOCIATION**



**DONATIONS POLICY**

Date of Last Review                      November 2017

Date of Next Review                      November 2018

Signed



# **Ferguslie Park Housing Association**

## **Donations Policy**

**If you require this policy in an alternative format, please contact [admin@fpha.org.uk](mailto:admin@fpha.org.uk)**

### **1. Scope**

- 1.1 Ferguslie Park Housing Association's (FPHA's) Rules (Clause 79.2) require that the board shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of FPHA, and the board must report to the shareholding members of FPHA on such donations as are made. This policy meets the requirements of the Rules.
- 1.2 In making decisions about any donations or grants that we may seek to award to organisations or individuals, we will act within the terms of our Equalities and Human Rights Policy and Inclusive Communications Policy.
- 1.3 This policy is in two parts. Firstly, donations that can be made to charities which are in furtherance of FPHA's objects, particularly as set out in paragraph 2.2 of the Rules: "any other purpose or object permitted under Section 24 of the Housing (Scotland) Act 2010 which is charitable both for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and also in relation to the application of the Taxes Acts".
- 1.4 Secondly, a Small Grants Fund will be provided for in the annual budget, providing for small amounts to be donated to other organisations or individuals, which also advance FPHA's wider role objectives.
- 1.5 Details of any donations made from year to year under this policy will be provided in FPHA's annual report, a copy of which will be provided to each member of the association.
- 1.6 All matters relating to the receiving of gifts and hospitality by staff and board members, including gifts and hospitality provided by FPHA, and seeking donations from contractors or suppliers when fundraising for charity or for prizes at our community events, are dealt with in FPHA's Entitlements, Payments and Benefits Policy.

### **2. Donations to charities**

- 2.1 FPHA is permitted to make donations to charities which are in furtherance of its objects. All such donations must be provided for within the approved budget for the year. Where any such donation in excess of £500 per individual



donation is proposed, or where more than one donation is to be made to the same organisation in the same year, constituting an aggregate sum in excess of £500, specific approval to make this donation must be obtained from the board, prior to making the donation.

- 2.2 The Chief Executive has delegated authority to make payments to charities in accordance with this policy of less than £500, but must report to the next following meeting of the management committee any donation made under these delegated powers, including an explanation of how it complies with the policy's requirements.
- 2.3 As the parent body in the Ferguslie Group, FPHA operates within the agreed group strategy, whose purpose is to work together to regenerate Ferguslie Park, and to work with partners to channel ideas, actions and investment into the Ferguslie Park area. A key strategic objective is to support and enable local people to realise their full potential in a vibrant community, and this is reflected in a key priority relating to our wider role, requiring us to be more than a landlord and to use our skills and resources to deliver enhanced social impact. These key objectives relate directly to FPHA's objects. Donations to charities may be made in pursuit of these objectives.
- 2.4 FPHA may deliver these objectives either by direct provision of appropriate activities and services, or by outsourcing such activities and services to its subsidiary, the New Tannahill Centre (NTC), or a suitable partner organisation.
- 2.5 Any payments made to a partner organisation in pursuit of these objectives must be made within the terms of a formal agreement between the parties, identifying the aims to be achieved, the outputs and outcomes desired, and the cost of such provision, which must be provided for in the approved FPHA budget for the year. Any payments made to the New Tannahill Centre will be made within the terms of the Services Agreement between the two organisations.
- 2.6 Any such payments or contributions which constitute a donation must meet the specific requirements of this policy, including, for the avoidance of doubt, any contributions to the costs of any annual Gala Day or other events organised for the benefit of local residents.
- 2.7 Any prior approval by FPHA lenders for such payments which may be required within the terms of any of FPHA's lending agreements must be obtained prior to payment.

### **3. Small Grants Fund**

- 3.1 A Small Grants Fund has been established by FPHA to enable it to make small donations to local groups or local individuals who are not charities, for specific purposes or events which support its community investment objectives.

- 3.2 This fund will be financed from FPHA's general reserves. Gifts received by FPHA which can realise a monetary value may be used to top up the fund.
- 3.3 Any recipient of a donation from the fund must be non-profit making, non-party political, and locally based. The fund will not support religious or pressure groups, and will not be used to relieve hardship experienced by individuals.
- 3.4 Payments from the fund will not exceed £1,000 in any one year, and must be included and approved as part of the annual budget process.
- 3.5 Only one donation will be given to an individual or organisation in any one year. The maximum that can be given to any individual is £200, and to any organisation £400.
- 3.6 Board members and staff of FPHA, and any closely connected persons, may not benefit from individual donations from the small donations fund.
- 3.7 Any decision to make a payment under the small donations fund must be approved by the board prior to payment being made, and the decision recorded in the minutes of the meeting.

#### **4. Bequests and substantial donations**

- 4.1 FPHA 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.
- 4.2 FPHA 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.

#### **5. Reporting and review**

- 5.1 All donations made within the terms of this policy during any given year will be reported to the board in a form that can then be incorporated into the annual report of the association's work for the year, which will be circulated to all members of the association.
- 5.2 This report will include details of names and amounts paid to all individuals and organisations, with additional details provided for any amounts over £1000.
- 5.3 This policy was approved by the board in November 2017, and will be reviewed within a minimum of three years (by November 2020).