



## Bridgewater Housing Association Policy

<b>Policy name</b>	Donations and Sponsorships
<b>Policy category</b>	Finance
<b>Policy number</b>	FS02
<b>Date adopted</b>	2006 (Charitable Donations)
<b>Last review</b>	n/a
<b>This review</b>	May 2023
<b>Next review</b>	May 2026
<b>Equalities impact assessment required</b>	yes
<b>Links to other documents</b>	<ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Equality &amp; Diversity Policy</li> </ul>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Finance Department</li> <li>• Leadership Team</li> </ul>

## **1. INTRODUCTION AND AIMS**

Bridgewater Housing Association receive requests from charitable bodies and local community organisations for donations and sponsorship. This Policy will cover the circumstances where the Association will formalise our course of action in dealing with such requests.

The objectives of the Associations are driven by:

- Doing what matters most to our customers
- Investing in homes and neighbourhoods
- Making our business stronger for the future

The guiding principles we work by are:

- Putting customers first
- Getting it right first time
- Working together and valuing each other
- A positive “can do” approach

Section 79.2 of the Rules of the Association state that “The Committee shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of the Association and the Committee shall report to the Members on such donations.”

The aims of this Policy are to:

- Improve community spirit and involvement of residents;
- Support fund raising initiatives which benefit tenants;
- Raise the profile of social housing and the importance of housing in people’s lives.

## **2. SHR STANDARDS OF GOVERNANCE AND FINANCIAL MANAGEMENT**

This policy is intended to provide additional assurance to the Board of Bridgewater Housing Association that it is complying with:

### **Standard 1**

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

### **Standard 2**

The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

### **Standard 3**

The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.

### **Standard 4**

The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation’s purpose.

### **Standard 5**

The RSL conducts its affairs with honesty and integrity.

### **3. SCOPE AND PRINCIPLES OF POLICY**

This policy will not cover donations received by the Association as these are covered in the Entitlement, Payments and Benefits Policy.

Consideration will be given on receipt of a request from an individual or organisation/charity or through recommendation by either a staff member, Board member or share member, the request must meet the terms of our aims set out in paragraph 1.

The Board of the Association recognises that the tenants entrust the funds it receives from the revenue of the Association to them. While the Association has both sympathy and empathy for the requests it receives their first priority is to serve the tenants and customers of Bridgewater Housing Association. As such decisions our key policy principles are as follows –

- As long as sufficient funds are available, donations will be made to events where local residents can gain some benefit;
- No funds will be provided to individuals which can be seen as a benefit solely for that individual and their needs – there are many individuals who are in need of assistance who may not come to the attention of the Association;
- Donations will not be offered to individuals where the individual could be seen to personally benefit financially;
- A dedicated budget will be set aside for annual expenditure on donations;
- Sponsorship should be about promoting Bridgewater HA, the social housing sector or Renfrewshire.
- The maximum single donation will not exceed £300.
- All requests and proposals for donations or sponsorship will be submitted to the Chief Executive. The donations and sponsorships will thereafter be entered in the donations register which also holds details of our Entitlements, Payments & Benefits.

### **4. COMPLAINTS AND APPEALS**

The decision of the Board is final, however, should someone feel that they have been treated unfairly or that the policy is discriminatory in any way, they can complain through the Associations Complaints Handling Procedure, which can be obtained from the Association.

### **5. MONITORING AND REVIEW**

The Board will receive an annual report on the preceding period outlining what donations and sponsorship have been made.

The donations made each year will be reported in our annual report.

This policy will be reviewed every 3 years.

### **6. POLICY AVAILABILITY**

This document can also be provided in large print, braille, audio or other non-written format and in a variety of languages, on request.

