



REIDVALE HOUSING ASSOCIATION

Donations and Small Grants Policy

Policy Approved	27.04.22
Due for Review	April 2025
Author	Interim Director

POLICY SUMMARY

Purpose:	The purpose of this policy is to set out the framework for donations and small grants for community development and to support the local community.
Legislation/Guidance:	<p>The Association is a company under the Co-operative and Community Benefit Societies Act 2014, and a company regulated by the Financial Conduct Authority (FCA).</p> <p>It is a requirement of the Association's Rules (Rule 79.2) that we have a donations policy and that we report on all donations to our Annual General Meeting each year.</p>
Regulatory Compliance	<ul style="list-style-type: none"> • 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.
Linked policies	RHA Rules Financial Regulations
Financial Impact	Low
Risk Assessment	Low
Equalities Impact Assessment	Low
Date Reviewed	April 2022
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1. INTRODUCTION

- 1.1 Reidvale Housing Association (RHA) is a community based organisation based in Dennistoun. Whilst our core business is the provision of affordable housing and related services, we recognise that we are an important part of the local community and have a role to play in providing community support when appropriate.
- 1.2 It is however, important that we are able to account for any donations and small grants made to the community, or community organisations and that our reasons for donations are consistent and transparent.

2. AIMS AND OBJECTIVES

- 2.1 The aims and objectives of the policy are to:
- Ensure that RHA is able to continue to provide a meaningful contribution to the local community whilst operating within regulatory standards and relevant legislation
 - Provide a transparent framework for donations and that RHA remains accountable to Management Committee and shareholder members for any funds or gifts in kind donated.
 - Set out consistent and transparent criteria by which donations may be considered
 - Set out a clear process through which community organisations may apply for funding
 - Reduce and manage risks associated with making donations

3. LEGAL AND REGULATORY FRAMEWORK

- 3.1 Reidvale Housing Association Limited, is a registered society under the Co-operative and Community Benefit Societies Act 2014; a registered social landlord; and regulated by the Financial Conduct Authority (FCA).
- 3.2 The Management Committee, as the governing body, is responsible for safeguarding our tenants income and our reputation for honesty and transparency in all that we do as an Association and through our subsidiary in furthering our aims and objects
- 3.3 We are regulated by the Scottish Housing Regulator (SHR). Their Regulatory Framework sets out seven Standards of Governance and Financial Management. Relevant to this Policy are particular elements under these Standards:

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.

- 3.4 It is a requirement of the Association's Rules (Rule 79.2) that we have a donations policy and that we report on all donations, prizes and small grants to our Annual General Meeting each year.

4. DONATIONS AND SMALL GRANTS POLICY

- 4.1 The Donations and Small Grants Policy covers the following areas:

- Donations to community organisations
- Small grants funding
- Education sponsorship
- Prize giving

4.2 Donations to Community Groups

Requests from Community Groups and Organisations will be considered sympathetically and will be assessed under the following criteria:

- The group or organisation must be based within the Reidvale area or be able to evidence either direct or indirect benefits to Reidvale tenants
- The group or organisation must be formally constituted and be non-profit making
- The request for a donation must be for a specific purpose and not general funding
- The aims and objectives of the organisation must not be in conflict with the aims, objectives and ethos of RHA
- Only one donation can be made within a single financial year (1 April to 31 March)
- The maximum donation that can be made is £200.

Approval of requests for donations is delegated to the Director and Office Bearers.

4.3 Small Grant Funding

RHA operates a small grants fund to support larger community organisations within the Reidvale area. Applications for a grant from this fund will be assessed under the following criteria:

- The organisation must be based within the Reidvale area or be able to evidence a direct or indirect benefit to Reidvale tenants
- The organisation must be a registered charity; non-profit making; and have audited annual accounts

- The organisation must be able to demonstrate that the grant will contribute to the wider economic or social regeneration or well-being of the community in which we are based
- The aims and objectives of the organisation must not be in conflict with the aims, objectives and ethos of RHA
- Only one grant application may be made in any one financial year (1 April to 31 March)
- The application must be received on our application form for small grant funding
- Grants awarded will be up to a maximum of £5000.

Authority for approval of small grants sits with Management Committee.

4.4 Education Sponsorship

RHA provides a sponsorship grant to up to 2 students per year to go on to further education. This is on the basis that:

- The student is a tenant of RHA or resides in a RHA property as part of a household (they must be registered as living at that address on the tenancy agreement)
- The sponsorship will be a maximum of £750 per year for up to a maximum of 3 years. Sponsorship for year 2 will be dependent on successful completion of year 1, and sponsorship for year 3 will be dependent on successful completion of year 2
- The student must have been awarded a place at a university or college for further education beyond Highers. This can include a degree course, an apprenticeship, or an HNC / HND or similar.
- Applications must be made through the student's current school, using our educational sponsorship application form.

Educational awards are a maximum of £750 per student per year and will be agreed by Management Committee.

4.4 Prizes

We may also organise, support or give prizes for local competitions. Maximum value of such an award or prize will be £50. The Director has delegated authority to agree to prizes of up to £50.

4.5 Generic Terms of the Policy

4.6 All donations, prizes and small grants made by the Association will be recorded in the Register of Gifts, Hospitality and Donations, regardless of their value.

4.7 Where a member of our Board of Management, or one of our people as defined within the Entitlement, Payments & 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.

- 4.8 We will not sponsor or agree donations or grant funding to any organisation that has political affiliations of any kind or any organisation that does not work within current equalities legislation.
- 4.9 The budget will be set annually to support this policy as part of RHA's budget setting process but will not exceed.

5. STAFF TRAINING

- 5.1 RHA will ensure that all staff who are required to undertake work in relation to this Donations Policy process receive appropriate and regular training.

6. EQUALITY AND DIVERSITY

- 6.1 Reidvale Housing Association is an equal opportunities organisation. We are committed to providing an environment of respect, understanding, encouraging diversity and eliminating discrimination. No person or group of persons applying for housing and housing services will be treated less favourably than any other persons or groups of persons because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

7. COMPLAINTS

- 7.1 Although we are committed to providing high levels of service, we accept that there may be occasions where a service user may not be satisfied with the service received from the Association. We value all complaints and use this information to help us improve our service. Any service user, complying with the procedure, but remaining dissatisfied with any aspect of the service they have received have the right to submit a complaint to the Association in accordance with the Complaints Handling Procedure.

8. GDPR

- 8.1 Reidvale Housing Association will treat your personal data in line with our obligations under the current General Data Protection Regulation and our Privacy Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notice.

9. POLICY REVISION

- 9.1 The Association undertakes to carry out a comprehensive review of all aspects of this policy at least every three years. The review will take account of legislative changes, new policy guidance, best practice advice and the views of service users.