

***Paragon Housing Association Limited***

<b>POLICY:</b>	<b>DONATIONS</b>
<b>POLICY AREA:</b>	<b>GOVERNANCE</b>
<b>DATE APPROVED:</b>	<b>9<sup>th</sup> February 2022</b>
<b>DATE NEXT REVIEW:</b>	<b>February 2025</b>

**Contents**

Background .....	2
Where we will donate .....	2
Considering Requests .....	2
Applications & Approval .....	3
Monitoring, Reporting & Review .....	3

## Background

Paragon Housing Association is committed to maintaining a high standard of ethical behaviour and acting in an accountable manner.

The Association's rules require that 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

To this end the Association has established a Community Project Fund and will use this fund to support projects which fit our Strategic Objectives, support the communities we serve and comply with the Rules. An Annual Budget will be set.

The policy sets out the criteria, requirements and circumstances under which a financial donation or good or services in kind may be made to another group or organisation.

## Where we will donate

To groups and organisations serving the communities where we operate.

What type of groups or organisations are will likely to make donations to.

Examples are

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

This list is illustrative and is not exhaustive.

## Considering Requests

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

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

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

- Political/ religious activities
- Grants to individuals
- Core or general running costs

- Retrospective applications for activities that have already taken place

## Applications & Approval

Applicants will be required to submit an application form.

The Director / Depute Director will assess the request for donations to make that they meet the conditions as outlined above.

Cash donations of less than £100 can be approved by either of these officers provided within budget constraints. Any applications above these limits will require to be approved by the Management Committee.

In some cases, there may be donations of equipment. Subject to availability this may be obsolete equipment such as personal computers, monitors, printers, furniture. Steps will be taken to ensure any data is removed. The equipment will have a nil financial value and all disposals will be recorded.

The Director / Depute Director will assess the request for donations to make sure that they meet the conditions as outlined above. Either of these officers can approve such donations and these will be reported to Management Committee.

## Monitoring, Reporting & Review

A quarterly report of donations made will be provided to the Management Committee. In the interests of openness and accountability this report will be published on the Association's website.

This policy will be reviewed by the Management Committee every three years.