

Awarding Donations from the Common Fund Policy

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AWARDING OF DONATIONS FROM THE COMMON (CHARITABLE) FUND POLICY

1. Introduction

This policy is specific to Kingdom Housing Association Limited (Kingdom) in particular its Rules in respect of donations to Charitable organisations. Donations to and sponsorship of other local/community groups may be considered by other Kingdom Group policies.

2. Statement of Intent

Kingdom is committed to the principles of good corporate governance and sustainability and to developing fair and consistent policies, procedures and practices.

We are a registered charity with the Office of the Scottish Charity Regulator (OSCR) registration number SCO00874. We are also a registered social landlord, registered with the Scottish Housing Regulator (SHR) registration number 142.

We are keen to promote and support appropriate registered charitable causes which further our objects and support our mission and strategic objectives.

3. Objectives

Our objects are defined in Rule 2 of our Rules and relevant extracts from our Rules are provided below:

The objects of the Association are:

- to provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care; and
- 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.
- The permitted activities and powers of the Association will include anything which is necessary or expedient to help the Association achieve these objects.

Our strategic objectives are to:

- Provide as many new quality affordable homes as possible.
- Be an excellent and supportive landlord.
- Provide excellent and sustainable Support & Care services.
Be financially secure.
- Be innovative.
- Be an employer of choice.
- Protect and enhance the reputation of the Group.



- Protect and enhance the reputation of the Group.
- Provide added value through Community Initiatives.

“Community Initiatives” are initiatives which achieve the object permitted under Section 24(1)(d)(viii) of the Housing (Scotland) Act 2010 – which is the promotion or improvement of the economic, social or environmental wellbeing of (a) Kingdom’s residents (or its residents and other persons) or (b) the area in which Kingdom’s houses are situated.

Our Rules (Rule 79.2) outline that the Committee (Board of Management) 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 Board of Management shall report to the Members on such donations.

As a charity, we aim to assure our stakeholders, partners and funders that we act in accordance with our Rules, whilst operating within a legal and regulatory framework.

In line with our commitment to equality and diversity, this policy can be made available in a variety of formats, including large print, translated into another language or on audio tape. Reasonable adjustments will also be made to assist individuals who have a disability.

4. General Principles

The Board of Management will consider on an annual basis, whether or not it is appropriate to set aside any surpluses into a Common Fund, for donations to appropriate registered charities.

If a Common Fund is agreed, the Board of Management will consider and agree the amount to be set aside and the appropriateness of ring fencing amounts in the Common Fund for specific purposes. Any proposals and approved budget for donations take cognisance of limits placed upon us by our lenders.

Separate revenue funds may be agreed annually, by the Board and as part of the budget process, to support Community Initiatives. Any such separate fund will be subject to its own policy and if an organisation approaches Kingdom for information about support for Community Initiatives they may be referred by Kingdom to that separate policy.”

The Board of Management will also consider delegating authority to the Executive Management Team (EMT) to consider and make decisions in respect of applications to the Common Fund whether in respect of any ring fenced amounts or otherwise.

Where delegated authority is granted to the EMT, the Board of Management, as Charitable Trustees, will set out clear procedures and criteria for the award of donations from the Common Fund. Any such delegation will also require that the EMT report back to the Board of Management on applications received and awards made in compliance with the delegation to EMT.

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.



All declarations of interest must be recorded in the EPB register whether a donation is agreed or not.

Applications should be made in writing, ideally using the form provided by us (Appendix 1). The application for funding must demonstrate that the charity is registered and does or will further the aims and objectives of Kingdom.

We will accept donations to the common fund. The Board of Management reserve the right not to accept a donation from a third party that does not support the aims and objectives of Kingdom or where any conditions of the donations are not appropriate or cannot be met by the Association. Any offers of donations will be considered and acceptance approved by the Board of Management.

Where Kingdom makes a donation, we reserve the right to publicise the donation as part of our communications plan using press, social media and our website.

5. Anti Fraud, Bribery & Corruption

Kingdom is responsible for significant amounts of finance and other resources. There is a high overall value of organisational assets, there are large amounts of money received and paid out and there is a high volume of supporting contractual and financial transactions. Therefore there is always a risk that dishonest people will try to defraud Kingdom.

Kingdom has an Anti Fraud, Bribery and Corruption Policy and the requirements of the policy should be fully recognised when implementing this policy, Awarding of Donations from the Common Fund and any related procedures.

6. Breaches of this Policy

If an employee knowingly breaches the conditions of this policy, this will be grounds for disciplinary action.

In the event that a member of the Board of Management knowingly breaches this policy, this will be referred to our Chairman and Secretary to address in accordance with our Rules and our Code of Conduct.

7. Role of the Chief Executive's Department

The Governance Officer will ensure that a register is maintained of all applications to Kingdom together with details of those which are approved or declined.

The Governance Officer will check the validity of charities and record as part of the procedure.

The Chief Executive will oversee this policy and associated procedures.



8. Role of the Corporate Support Services Department

The Director of Corporate Support Services will incorporate any amounts agreed for the Common Fund by the Board of Management into the budget for the year.

The Director of Corporate Support Services will ensure that details of the amount transferred to the Common Fund which may be set up and charitable donations made from it are included in the annual accounts which are provided to all members.

9. Monitoring and Review

On an annual basis, the Chief Executive will prepare a summary report which will be presented to the Board of Management providing details of the amounts and the reason for all donations paid out of the Common Fund approved by the Board. Members will receive a report on donations as part of the information provided at the Annual General Meeting.

This policy will be reviewed 5 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.



KINGDOM HOUSING ASSOCIATION LIMITED

APPLICATION FOR A DONATION FROM THE COMMON (CHARITABLE) FUND

Details of the Person Making the Application (Applications can only be made on behalf of a registered charity)

Name:.....

Address:.....

.....

Contact Details:.....

.....

In what way are you involved in this charity?.....

.....

Declaration of Interest

Please provide details of any connection you may have to anyone who is a Board Member or works for the Association. *

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*Please note that this does not mean that your application will receive either favourable or detrimental treatment but will enable us to recognise and manage the process in an open and accountable manner.

Amount Requested £.....

Details of the Charity you are Requesting a Donation for:

Charity Name:

Charity Reference Number:

Please outline what the money will be used for:

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.....

Please describe briefly how this charity proposes to use a donation from Kingdom to assist in achieving the aims and objectives outlined in section 1.4 and 1.5 of Kingdom’s policy:-

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.....

I understand that details of any donation from Kingdom may be made available to the public either on request or may be promoted through the press, social media or on Kingdom’s website.

Signed: Date:

Please provide details of the Charity’s Bank ** :-

Account Name:
Sort Code:
Account Number:
Bank Name and Address:

.....

** Please note that Kingdom may contact the charity separately to confirm bank account details.

For Office Use Only

Application considered by..... Date

Donation approved Yes/No

Amount.....

Please complete and return this form to:-

Governance Manager
Kingdom Housing Association Limited
Saltire Centre
Pentland Court
GLENROTHES
Fife, KY6 2DA



PROCEDURE ON THE AWARDING OF DONATIONS FROM THE COMMON (CHARITABLE) FUND

This procedure should be read in conjunction with the Policy on the Awarding of Donations from the Common (Charitable) Fund.

1. Applying for Funds

When we receive an application for funds from you, Kingdom's Governance Officer will acknowledge your application, normally within 5 working days.

The Governance Officer will make arrangements for your application to be assessed by any three of the following, normally within one month:-

- Members of the Senior Management Team.
- Board Members.

The Governance Officer will confirm the decision of the assessment panel to you, normally within 5 working days after receipt of all necessary information.

The Governance Officer will check the validity of the charity before a payment is made.

2. Registers

The details of the application, decision and amount of any funds granted will be recorded on the register by the Governance Officer.

The details of any declarations of interest from applicants requesting a donation will be recorded on the Declarations of Interests Register by the Governance Officer.



**POLICY ON THE AWARDING OF FUNDS FROM THE
COMMON (CHARITABLE) FUND**

This policy has been prepared in accordance with the Plain English principles and has been reviewed by a Plain English Champion in the reviewing Department: Yes

Policy drawn up with reference to:

Scottish Housing Regulator (SHR)
Governance & Financial Standards

Rules of the Association. (Updated and registered 2 Feb 2015)
Office of the Scottish Charity Regulator guidance

Prepared by: Bill Banks, Chief Executive and Calum Kippen, Governance Officer

Existing policy approved in Feb 2010

Draft Policy reviewed by Marion Davis, BTO Solicitors LLP – 15 June 2016

Sub Committee Review of Policy on 4 October 2016

Presented for approval to Board of Management on 17 October 2016

Policy Approved: Yes

Next review date: 16 October 2021

