



**KINGDOM**  
Group

## Community Initiatives Fund Policy

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Reviewed: Annually

## COMMUNITIES INITIATIVES FUND POLICY

### 1. Introduction

The Kingdom Housing Group (Kingdom) consists of Kingdom Housing Association Limited and its wholly owned subsidiary companies Kingdom Initiatives Limited and Kingdom Support and Care CIC. We are committed to enhancing the quality of life, improving the environment and to funding and supporting events that promote community togetherness.

Kingdom's mission is 'to provide more than a home' and one of our strategic objectives is to 'Provide added value through Community Initiatives'.

Community initiatives refer to the money, time, skills and expertise we invest in developing and supporting individuals or groups in our local area who further Kingdom's goals.

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.**

Kingdom operates throughout East Central Scotland and have housing in Fife, Falkirk, Clackmannanshire, Perth and Kinross.

Kingdom has created a Community Initiatives Fund.

### 2. Donations from the Community Initiatives Fund

Kingdom will consider supporting projects which deliver a community benefit in the area where we operate through the community initiatives fund. We are keen to promote and support appropriate causes which further our objects and support our strategic objectives.

Kingdom will consider applications for donations from the community initiatives fund from a wide variety of sources from within our geographical area of operation including but not limited to:

- Tenants.
- Customers.
- Tenants/residential groups.
- Individuals in our communities.
- Community groups / organisations.
- Voluntary groups / organisations.
- Local clubs.
- Schools and Colleges.



Where an application is submitted by individuals (whether tenants, customers, or others in our communities) it should be signed by at least 2 individuals who are acting in the interests of the wider community.

Kingdom will prioritise applications which are community-led, provide a community benefit, demonstrate effective partnership working and can be sustained beyond any donation we award.

Kingdom reserves the right to decline applications from individuals or organisations that we deem not to share our values. All applications will be considered on case by case basis. To be successful, an application will have to show that the donation will further the community initiatives objects set out in 1.4 above. That said, Kingdom will have complete discretion whether or not to approve applications or award donations and will have to consider the availability of funds as well as the merits of any application.

Projects with objectives that could be considered for a donation from the community initiatives fund, will fit with the following themes:

- Tenant, resident and community projects.
- Training and Employment.
- Energy Efficiency and the Environment.
- Education and School initiatives.
- Public Art.

Local charities can also refer to the “Awarding of Donations from the Common (Charitable) Fund Policy” for more information about how Kingdom may be able to help.

Awards made from the community initiatives fund will be donations, not loans. The donations awarded are at the sole discretion of Kingdom up to a maximum value of £2,000 per application. This maximum has been approved by the Board of Management of Kingdom Housing Association and any award above this level will require specific Board approval.

The applicants (whether individuals or group) should clearly demonstrate to Kingdom how the donation will be used and how this will achieve one of the community initiatives objects set out above in 1.4.

When awarding a donation, Kingdom may place conditions on the award – for example, that the applicant share the results of the project with Kingdom, to demonstrate that the objects have been achieved in use of the funds awarded.

Donations may be in the form of money, purchase of items, equipment or advertising. Kingdom will not accept liability for the upkeep, disposal or replacement of any item or equipment that had been purchased through a donation from this fund.



### **3. Sponsorship**

The Kingdom Group may also wish to sponsor events using the Community Initiatives fund. Any applicant seeking a donation in the form of sponsorship will be required to show how the sponsorship money will be used, and how that will achieve one of the community initiatives objects set out in bold above

Successful applicants will be responsible for the successful delivery of projects funded by Kingdom and there will be no expectation for Kingdom to be liable for ongoing costs.

This community initiatives fund may also be used for the sponsorship or funding of Community Initiative activities arranged by The Kingdom Group.

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

Kingdom will not accept applications for ongoing sponsorship or financial support.

### **4. Kingdom Staff Volunteering**

The Kingdom Group may arrange staff volunteering activities that are consistent with our strategic community initiatives objectives.

Kingdom staff volunteering activities, which support community initiatives, will be considered for support from the community initiatives fund. Applications will require to be completed in the normal way and will be reviewed / processed by staff who are not participating in the relevant volunteering activities.

### **5. Applications**

Where possible, applications will be considered within one month. Otherwise, they will be considered as soon as possible thereafter.

Applications will be assessed by the Executive Management Team (EMT), to ensure the application is eligible in terms of the aims and purpose of this policy and it contributes to Kingdom's objectives.

Applications should be made in writing, using the form provided by us (Appendix 1).

Only one application can be made per person or group or project per annum.



## **6. Funding and Reporting**

The Board of Management of Kingdom Housing Association will consider on an annual basis, whether or not it is appropriate to set aside any surpluses into the Community Initiatives fund after consultation with its subsidiary companies.

If it is deemed appropriate, as part of the annual budget process, the Board of Management will set aside an amount to support Community Initiatives. Any proposals and approved budget for donations will take cognisance of limits placed upon us by our lenders.

Kingdom may also contact private sector companies who may want to support the fund.

Kingdom Housing Association EMT have delegated authority to consider and make decisions in respect of applications to the Community Initiatives fund.

The Chief Executive of the Kingdom Group will prepare a report to the Board on an annual basis to demonstrate the applications received and awards made from the Community Initiatives fund.

A register will be maintained of all applications to this fund together with details of those which are approved or declined.

Where a member of our Governing Body, 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.

## **7. Approval, monitoring and review of Policy**

This policy was approved by the Board of Management of Kingdom Housing Association, parent body of the Kingdom Group, on 17 October 2016.

This policy will be monitored by the Board of Management through the consideration of the annual report made by the Chief Executive.

This policy will be reviewed regularly, with the first review to take place as part of the Chief Executives annual report one year from the date of approval.



**KINGDOM HOUSING GROUP**

**APPLICATION TO THE KINGDOM COMMUNITY INITIATIVES FUND**

	First Applicant	Second Applicant
Name:		
Address:		
Email:		
Telephone:		

(Note: an application from an individual must be countersigned by one other person to support the application)

**Declaration of Interest**

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

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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 of Donation Requested: £.....**

**or, if another form of donation is requested, please specify: .....**

.....

Please outline what the donation will be used for:

.....

.....

.....



Please describe how the donation will support 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:

.....  
.....  
.....  
.....

Please note that further information may be requested by Kingdom before your application is fully considered and a decision made.

We the undersigned understand that, if a donation is approved:

- Conditions may be placed on the donation, which we will have to abide by; and
- 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:.....

Signed: ..... Date:.....

For and on behalf of: .....  
[Organisation or group you are acting for]

Please provide details of the Bank where an approved donation can be paid:-

Account Name: .....

Sort Code: .....

Account Number: .....

Bank Name and Address: .....

.....

**For Office Use Only**

Application considered by..... Date .....

Donation approved Yes/No

Amount.....

Notes:.....



## **Procedure on awarding donations from the Community Initiatives Fund (Separate from the Policy)**

This procedure should be read in conjunction with the Kingdom Community Initiatives Fund Policy

### **Applying for Funds**

When we receive an application for funds, 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 the Executive Management Team, normally within one month.

The Executive Management Team will assess the suitability of the application.

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

### **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.

### **Recording and Reporting**

The Governance Officer will record all applications made and the outcome on the register.

The Chief Executive will report to the Board of Management on an annual basis all applications made and the outcome. The policy will be reviewed as part of this report.

