



KINGDOM Group

Donations Policy

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HAPPY TO TRANSLATE

DONATIONS POLICY

1. Introduction

The Kingdom Group (Kingdom) consists of Kingdom Housing Association Limited (KHA) and its wholly owned subsidiary companies Kingdom Initiatives Limited (KI) and Kingdom Support and Care CIC (KSC). Kingdom's mission is 'to provide more than a home' and one of our strategic objectives is to 'Provide added value through Community Initiatives'. Kingdom is committed to enhancing the quality of life, improving the environment and to funding and supporting events that promote community togetherness.

This policy covers donations to other Charitable organisations; donations to or sponsorship of other non-charitable local and community groups through the Community Initiatives Fund and donations made to Kingdom.

Donations made by the Kingdom Group of Companies will not have a material impact on the overall financial position of the organisations.

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.

2. Awarding Donations from the Common (Charitable) Fund

This section is only applicable to KHA as a registered Charity. KHA is 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.

KHA is keen to promote and support appropriate registered charitable causes which benefit the people and communities in which we operate and support our mission and strategic objectives. As a charity, KHA aims to assure our stakeholders, partners and funders that we act in accordance with our Rules, whilst operating within a legal and regulatory framework. 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 other charities. The Board will consider, on an annual basis (through the budget), whether or not it is appropriate to set aside any surplus into a Common Fund for charitable donations. Such donations must further the objects of the Association and the Board of Management shall report to the Members on such donations at the AGM.

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.

Separate revenue funds may be agreed annually, by the Board and as part of the budget process, to support Community Initiatives through the Community Initiatives Fund, referred to later in the policy.



3. Community Initiatives Fund

We are committed to enhancing the quality of life, improving the environment and to funding and supporting events that promote community togetherness. 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 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

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 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.

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 objectives set out above. Kingdom will not accept applications for ongoing sponsorship or financial support.



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

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.

4. Receiving Donations

Kingdom can also accept donations in support of the objectives of Kingdom. Donations may take any form, including legacies gifted on the death of the donor. Any such donations will only be accepted with the approval of:

- The Chief Executive or in their absence a member of the Executive Management Team;
- The Board, if the donation is of fixed assets / properties – in which case the proposed donation will be reported to the Board by the Chief Executive and the Board will consider and approve or decline the donation.

We reserve the right to decline a donation that does not support, or cannot be applied to further, the aims and objectives of Kingdom, or where conditions placed on the donation are not appropriate or cannot be met by Kingdom.

Where a donation is received from an employee, a Board member, a contractor working for Kingdom, or an organisation or individual connected to any of these, Kingdom will verify whether such donation complies with all Kingdom's internal policies and relating laws.

With respect to proposed donations of fixed assets / properties, Kingdom may:

- not accept the donation when the condition of the asset is considered to be unacceptably poor and warranting extensive remedial work.
- not accept assets which have restrictive covenants in place regarding change of use or development/ improvement to meet modern housing standards. This includes listed buildings.
- dispose of an asset subject to the price realised being applied according to Kingdom's objectives. Restrictive covenants preventing disposals may lead to a donation being declined.

The donation of gifts such as antiques or items of other value not used in the business operations of Kingdom may be retained or disposed of at a value and at a time of the Kingdom's choosing. Restrictive covenants preventing disposals may lead to a donation being declined.

Donation of equity stock listed on any exchange then Kingdom may retain the equity or stock holding earning dividends. Kingdom may decide to dispose of the stock at a value and at a time of its choosing. Restrictive covenants preventing disposals may lead to a donation being declined.



Only designated staff members of Kingdom will be permitted to receive cash donations. Therefore, donors presenting cash donations (whether in cash, by cheque or otherwise) may be requested to attend Kingdom's office at an arranged time to meet designated staff member(s).

We will accept donations to the common and community initiatives funds. Kingdom reserves 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.

Where a donor wishes their donation to be directed towards a specific project, geographical area or a class of beneficiaries, Kingdom will assess the donation to ensure that the donor's wishes can be implemented. Where this is possible, Kingdom will use the donation for the identified matter.

If Kingdom can not respect the donor's wishes the donation will normally be declined.

However, where a donor cannot be contacted to discuss their wishes (for example, because the donor is now deceased), Kingdom will also consider whether an application to the charity regulator, OSCR, for reorganisation of a restricted fund might be appropriate. If so, Kingdom will follow OSCR's application procedure and comply with any decision of OSCR in respect to the application and use of the donation.

5. Applications

Awards made from the common or community initiatives fund will be donations, not loans. The donations awarded are at the sole discretion of Kingdom.

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

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.

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.

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, Approvals 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 Common and/ or Community Initiatives fund.

If it is deemed appropriate, as part of the annual budget process, the Board of Management will set aside an amount to support these funds. Any proposals and approved budget for donations will



take consideration of limits placed upon us by our lenders.

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

Approval of applications will be assessed by the Senior Management Team (SMT) delegated from the Board of Management, to ensure the application is eligible in terms of the aims and purpose of this policy and it contributes to Kingdom's objectives.

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

Where a member of our Governing Body or Management Team assessing the applications as defined within the Entitlement, Payments & Benefits Policy (EPB) to have 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. Monitoring and Review

On an annual basis, the Senior Management Team will prepare a summary report which will be presented to the shareholding members of KHA at the Annual General Meeting (AGM) providing details of the amounts and the reason for all donations paid out and received.

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. If for some reason the policy is not reviewed within these timescales this policy will remain in place.

DONATIONS POLICY



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.

Policy drawn up with reference to:

Scottish Housing Regulator (SHR)

Scottish Housing Regulator Governance Framework

Rules of the Association

Office of the Scottish Charity Regulator

Prepared by:

Bill Banks, Chief Executive

Calum Kippen, Head of Governance and Organisational Support

Gillian Spence, Compliance Officer

This policy will replace the existing Awarding donations from the Common(Charitable) fund policy, Community Initiatives Policy and Receiving Donations policy.

Sub Committee Review of Policy on: 30 November 2021

Presented for approval to KHA Board of Management on: 17 January 2022

Presented for approval to the KI Board of Directors on: 25 January 2022 (Electronic)

Presented for approval to the KSC Board of Directors on: 25 January 2022 (Electronic)

Policy Approved: 01 February 2022

Next review date: 01 February 2027



Appendix 1

KINGDOM GROUP

**APPLICATION FOR A FINANCIAL DONATION FROM THE COMMON (CHARITABLE) OR
COMMUNITY INITIATIVES FUND**

Details of the Person Making the Application

Name:	
Address:	
Contact Number:	
Email Address:	

Details of the Organisation/Group Requesting a Donation

Name:	
Charity Number: (if applicable)	
In what way are you involved in the group/organisation?	

Declaration of Interest

Please provide details of any connection* you may have to anyone who is a Board Member or someone that works within the Kingdom Group:

*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

Donation Requested (£)*	
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*This fund is for smaller donations. Donations normally **average approx. £250** with a maximum of £500 but detailed breakdown of costs is required for larger donations such as this. We have a limited budget and want to support as many local charities/ groups as possible.

Please outline what the money will be used for:

How would this donation contribute to the Kingdom/Community Initiatives Objectives?
(More information available [here](#) and [here](#).)

How will Kingdom tenants and families potentially benefit from the donation?



“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:
(Applicant)

Please provide the Organisation/Group bank details :-**

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

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

FOR OFFICE USE ONLY

Application Considered By:	
Date:	
Common (Charitable Fund) or Community Initiatives Fund	
Donation Approved	Yes / No
Amount Approved (£)	

Please complete and return this form to:-

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

