



Donations policy

Date approved by Management Committee:

August 2023

Latest review date:

August 2026

1. Introduction

- 1.1 This policy sets out Cernach Housing Association's approach to managing requests for donations. The Association adopts a prudent approach to donation giving to ensure that our actions are of benefit to the local community and contribute to our vision of *supporting a vibrant community by offering affordable, good quality homes and services with people at the heart of everything we do.*

2. Policy Aims

- 2.1 This policy sets out the process and considerations when making a request for a donation to the Association. The policy ensures transparency and fairness of donation giving.
- 2.1 Cernach is proud to support initiatives that promote social regeneration within Drumchapel to enhance the quality of life of its residents. Donations to charities and community organisations will be made in pursuit of this commitment.

3. Legal and regulatory framework

- 3.1 This policy aims to comply with:
- Section 3.1 of the Scottish Housing Regulator's Regulatory Framework states that the Association has "effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes. The Association ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times."
 - Cernach Housing Association's rule item 79.2 states "The 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".

4. Risk Management

- 4.1 There are no risks associated with this policy. This policy provides clear guidance to staff, Management Committee members and our wider stakeholders on reasonable and proportionate donation giving.

5. Equality and human rights

- 5.1 The Association is committed to tackling discrimination on the grounds of age, religion and belief, race, disability, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership, and gender reassignment. The Association will not therefore discriminate in any way when deciding where donations are to be allocated.
- 5.2 In line with section 6 of the Equality and Human Rights Policy, the Association carried out an Equality Impact Assessment on this policy and no remedial action was identified as necessary. The full assessment is appended at the end of this policy.

6. Process

- 6.1 All requests for donations will be submitted to the Management Committee for approval using the form in Appendix 1. This will be presented to the Management Committee at their next Management Committee meeting and the decision will be reported to the person who made the request within 5 working days.
- 6.2 Cernach will consider applications for donations from a wide variety of sources from within our geographical area of operation including but not limited to:
- Tenants/residential groups
 - Individuals in our communities acting on behalf of a cause
 - Community groups / organisations
 - Voluntary groups / organisations
 - Local clubs
 - Schools and Colleges
- 6.3 Each donation request will be considered on an individual basis and within the context of the last financial year.
- 6.4 No funds will be offered to individuals as this can be seen as a personal benefit however, we will support individuals if they are acting on behalf of a community group, charity, wider cause or the local community generally.

7. Complaints and appeals

- 7.1 All appeals should be made in writing and will be referred to the Management Committee whose decision will be final. There is no further course of appeal. Should someone feel that they have been treated unfairly, or that the policy is discriminatory in any way, they can use the Association's complaints handling procedure.

8. Donations to Cernach

- 8.1 The Association can accept donations in line with both the entitlements, payments and benefits policy, and also in line with routine fundraising activity such as collecting for a community raffle or prizegiving. Donations of this nature will not usually amount to over £250.00 from any one source.
- 8.2 Cernach can also accept larger donations, however we cannot accept donations that do not support of the objectives of Association, or that we deem inappropriate. Any donation over £250 will be considered on an individual basis by the Management team. A recommendation will be made to the Management Committee for final decision.

9. Policy Review

- 9.1 This policy shall be reviewed every three years or sooner as deemed necessary by the Management Committee.

Appendix 1

Application for donation

Name of organisation or group making the request	
Organisational address	
Name of person making the application	
Contact details: Email/phone number	
In what way are you involved in the group/organisation	

Declaring an Interest

Please provide details of any connection you may have to Cernach, e.g., Staff Member, Management Committee member or contractor.

Donation request amount (£)	
Details what the money will be used for	
How will this benefit your group, organisation or community?	

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

Signed:Date:

Please return by emailing admin@cernachha.co.uk or to our offices at 79 Airgold Drive.

Cernach Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Donations Policy	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Lindsay Crawford, Corporate Services Officer		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	To set out CHA approach to responding to donations.		
2. Who is intended to benefit from the policy / proposal? (e.g. <i>applicants, tenants, staff, contractors</i>)	There is no intended benefit to any one individual or group from this policy, rather it sets out parameters for donation giving to ensure transparency and equal response to donation requests.		
3. What outcomes are wanted from this policy / proposal ? (e.g. <i>the benefits to customers</i>)	The outcome of the policy is that anyone who contacts the Association for a donation will know how it is processed and what to expect.		

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

- Age Disability Marriage & Civil Partnership Pregnancy/Maternity Race
- Religion or Belief Gender Gender Reassignment Sexual Orientation

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

After consideration, there is no known elements of this policy which could impact any protected characteristics.

6. Describe the **likely positive or negative impact(s)** the policy / proposal could have on the groups identified in part 4

Positive impact(s)

Negative impact(s)

7. What **actions** are **required** to address the impacts arising from this assessment? (*This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts*).

Signed:



Corporate Services Officer

Date the Equality Impact Assessment was completed: 27/07/2023