

# Melville Housing Association



## Policy : Donations & Sponsorship

**Subject:** Donations & Sponsorship

**Section:** Governance

**Objective:** To provide guidance of the types of organisations and individuals, to whom Melville can make donations or consider for sponsorship

**Scottish Social  
Housing Charter**

**Relevant  
Legislation** Melville Housing Association Rules

**Issue Date:** January 2023

**Review Date:** January 2026

**Policy Ref No:** GOV 014

## **1.0 Policy**

- 1.1 Melville will consider making donations or providing sponsorship to organisations or individuals in our operational areas.
- 1.2 We will also consider projects which improve the local environment, provide additional services to communities and which will contribute to the improvement of social inclusion and complement the work of local authorities and others.

## **2.0 Requests**

- 2.1 Requests for donations and sponsorship may be received from external sources or may be initiated by staff members in support of organisations or projects of which they become aware.
- 2.2 Staff members should not seek to use this policy to seek sponsorship or donation for personal causes.

## **3.0 Eligibility**

- 3.1 Generally, donations will be targeted for the benefit of people and communities within Melville's geographic area of operation.
- 3.2 Melville will consider supporting voluntary and charitable organisations who may formally be working in partnership with the Association or whose activities are indirectly compatible with Melville's.
- 3.3 Melville may also sponsor an organisation over a period of time, as opposed to simply making a one-off donation, where such sponsorship contributes to the stability and growth of a voluntary organisation working in partnership with Melville either directly or indirectly.
- 3.4 In order to spread the benefit of Melville's charitable donations and sponsorship policy, amounts donated to individuals or organisations shall not normally exceed £1,000 per annum.
- 3.5 A budget will be allocated for donations and sponsorship each year and approved by the Board in January each year. Cumulative donations exceeding the budget will require authorisation from the Board.
- 3.6 Donations which exceed £1,000 per annum whether cumulative or as a one off will require authorisation from the Board but can be approved by the Chairperson under delegated authority if the payment is time limited. The Chairperson will report any approval to the next Board meeting.

## **4.0 Procedure**

- 4.1 Requests for donation or sponsorship received should be reviewed by a line manager in the section which receives the request. The manager should consider the request with regard to the eligibility criteria detailed in Section 2 and make a recommendation whether to award a donation or sponsorship. The details of the donation, factors considered, and the recommendation should be recorded on the pro forma attached at Appendix 1. A copy of the original donation request should be attached to the pro forma.

- 4.2 Where a request does not specify a particular sum sought as a donation or sponsorship, the manager should determine an appropriate figure. The manager may also recommend an alternative figure to that requested.
- 4.3 Completed forms, whether recommending for or against awarding a donation or sponsorship should be passed to the Chief Executive for approval.
- 4.4 All eligible requests or proposals for donations and sponsorships shall be subject to approval by the Chief Executive, or in his/her absence, the Chairperson.

## **5.0 Monitoring**

- 5.1 All requests for donations and sponsorship, whether awarded or rejected, will be recorded in a donations and sponsorship register.
- 5.2 All donations and sponsorship approved will be reported annually to the Board.

## **6.0 Equality & Diversity**

- 6.1 We are committed to Equality and Diversity and will not discriminate in the operation of this policy on the basis of age, gender, race, colour, ethnic or national origin, gender reassignment, religion, marital status, family circumstances, political or sexual orientation, medical condition or disability. We aim to promote equal opportunities and comply with all current legal requirements relating to equal opportunities.

## **7.0 Review of Policy**

- 7.1 The Chief Executive will ensure this policy is reviewed every three years or earlier if there are any changes to legislation. The Senior Management Team will have delegated authority to approve minor changes to this policy. Significant changes will be submitted to the Board for approval.

## **8.0 General Data Protection Regulation & Data Protection Act 2018**

- 8.1 In undertaking this policy the Association will ensure that any data held will follow the above and that we will follow the 8 principles relating to processing data.



**Melville Housing**  
Sustainable Thriving Communities

**RECORD OF REQUEST AND RECOMMENDATION TO  
AWARD DONATIONS/SPONSORSHIP**

**1. Donation Request details**

<b>Contact Name</b>	
<b>Address</b>	
<b>Phone/Email (if applicable)</b>	

<b>Date Received</b>	
----------------------	--

<b>Details of Request for donation/sponsorship</b>

<b>Donation requested (£)</b>	
-------------------------------	--

**2. Evaluation**

<b>Evaluation criteria</b>	
Category of beneficiary	Individual/Charity/Community Group/Other*
Community Benefit?	
Partnership organisation?	
Within Melville's Geographic Area of operation?	
Other factors e.g. equality and diversity	

\*delete as appropriate

<b>Details of previous Donation/Sponsorship?</b>	
<b>Year</b>	<b>Amount</b>

**3. Recommendation**

<b>Award Donation/Sponsorship?</b>	
<b>No</b>	
<b>Yes</b>	
<b>Amount awarded (£)</b>	

**Comments**

**Recommendation made by:**

<b>Manager</b>	<b>Date</b>

**4. Approval**

**Recommendation Approved?**

<b>Yes</b>	
<b>No</b>	

**Comments**

<b>Chief Executive or Chair</b>	<b>Date</b>