



Craigdale
HOUSING ASSOCIATION

COMMUNITY DONATIONS POLICY

Date of Review: September 2025

Date of Approval: 15th September 2025

Date of Next Review: September 2028

Craigdale Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

1.0 Introduction

- 1.1 Craigdale Housing Association's Rules require that "The Committee shall set and review periodically its policy for the donation of funds to charities" (79.2). Such donations must further the objects of the Association, and the Board must report to the shareholding members on such donations. This policy meets the requirements of the Rules.

2.0 Background

- 2.1 This policy is in two parts. Firstly, donations that can be made to charities which are in furtherance of our objectives, particularly as set out in paragraph 2.2 of the Rules: "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".
- 2.2 Secondly, a Small Grants Fund will be provided for in the annual budget, providing for small amounts to be donated to other local organisations, which also advance our wider role objectives.
- 2.3 Details of any donations made from year to year under this policy will be provided in our annual report, a copy of which will be provided to each member of the association.
- 2.4 All matters relating to the receiving of gifts and hospitality by Staff and Board Members, including gifts and hospitality provided by the Association, and seeking donations from contractors or suppliers when fundraising for charity or for prizes at our community events, and any individual provision of payments and benefits to tenants, are dealt with in our Entitlements, Payments and Benefits Policy, and associated guidance.

3.0 Donations to charities

- 3.1 Craigdale Housing Association is permitted to make donations to charities which are in furtherance of its objects. All such donations must be provided for within the approved budget for the year. Where any such donation in excess of £500 per individual donation is proposed, or where more than one donation is to be made to the same organisation in the same year, constituting an aggregate sum in excess of £500, then either specific and named provision should be made in the annual budget, or else separate approval to make this donation must be obtained from the Board, prior to making the donation. Such donations can be made subject to conditions, including the provision of reports on outcomes benefitting Craigdale tenants and the Castlemilk area, where considered appropriate by the Board.

- 3.2 The Chief Executive Officer (CEO) has delegated authority to make payments to charities in accordance with this policy of less than £500, but must report to the next following meeting of the Board any donation made under these delegated powers, including an explanation of how it complies with the policy's requirements. Prior to any such payments being made, the CEO will check that the proposed recipients are registered charities, and there is sufficient similarity between the charitable purposes of Craigdale and the proposed recipient.

Small Grants Fund

- 4.1 A Small Grants Fund has been established by Craigdale to enable it to make small donations to local groups who are not charities, for specific purposes or events which support its wider role objectives
- 4.2 This fund will be financed from rental income therefore all offers of grant will require to be carefully considered.
- 4.3 Any recipient of a donation from the fund must be non-profit making, non-party political, and locally based. The fund will not support pressure groups.
- 4.4 Payments from the fund will not exceed £2,500 in any one year and must be included and approved as part of the annual budget process.
- 4.5 Only one donation will be given to an organisation in any one year. The maximum that can be given to any organisation is £100.
- 4.6 The CEO has delegated authority to arrange for the distribution of any amounts donated under this fund, in accordance with the requirements of the policy, and will report back to the Board on donations made from time to time.

Bequests and substantial donations

- 5.1 Craigdale Housing Association may accept money, property, etc. that is bequeathed to it, to be applied in accordance with its objects, aims and objectives. It may also accept donations from individuals or organisations who wish to support its work and activities.
- 5.2 We will seek to respect the wishes of any benefactors as to how such funds are applied, subject to these being within the association's objects and purposes, and current aims and objectives.

Reporting and review

- 6.1 All donations made within the terms of this policy during any given year will be reported to the Board in a form that can then be incorporated into the Annual Report of the association's work for the year.

- 6.2 This report will include details of names and amounts paid to all, with additional details provided for any amounts over £1000.

Complaints

We have a separate complaints policy and procedure. Leaflets and copies of the complaint's procedure are available from the Association's office and on our website. We also provide information on how our customers can make a complaint to the SPSO, Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS, telephone 0800 377 7300 or 0131 225 5300.

Review Cycle

- 8.1 This policy will be reviewed on a three-yearly cycle or sooner if there is a change to the rules or legislation.