

<b>Topic:</b>	Shettleston Community Fund Policy		
<b>Approved:</b>	February 2020	<b>Revision No:</b> 1.0	<b>Code:</b> GEN 22

## 1. Introduction

The Association receives requests to make financial donations to charitable causes, to particular groups or initiatives in the community, and to individuals. In order to avoid decisions being made on an ad hoc basis, the SHA Committee has established the Shettleston Community Fund with agreed criteria for the awarding of such donations. The Shettleston Community Fund will be the sole conduit for SHA's charitable donations.

## 2. Aims and Objectives of the Policy

The aim of the Policy is to give information on how the Community Fund operates and to set out the circumstances where the Association will consider making donations. The Policy will ensure transparency to committee members, staff, tenants and other stakeholders.

## 3. Legal Framework

The relevant legal framework for the Shettleston Community Fund is the Charities and Trustee Investment (Scotland) Act 2005 and its provisions have been taken on board in the drafting of the Community Fund as set out in the Policy. As an RSL, the Association has also ensured that the Community Fund does not conflict with the Scottish Housing Regulator's Regulatory Standards. Finally, Shettleston Housing Association's own Rules allow us to provide a Community Fund as set out in the Policy.

## 4. Equalities

SHA is committed to recognising diversity and ensuring equality to all persons or groups within its area of operations in every aspect of its activities. In operating this Policy SHA will endeavour to ensure equality of service for all at all times and in all circumstances. In line with this commitment to equality, this Policy and any summary or information leaflet can be made available free of charge in a variety of formats including large print, translation into another language, or on audio tape.

## 5. Risks

The Policy's provision for reasonable and proportionate donations from our income ensures that there are no financial risks involved. The Policy is in keeping with legal and regulatory frameworks thereby ensuring no governance risk. Finally, the Policy provides committee members, staff, tenants and other stakeholders with clarity on our approach to donations, thereby minimising any reputational risk to the Association.

## 6. Annual Budget and Reporting

The Association will agree and approve an annual budget for the Community Fund. It is expected that, in addition to this, the Fund will receive income from donations or fundraising initiatives carried out from time to time by staff, committee or other members of the community. In any financial year, once the Community Fund budget is exhausted no further awards can be made. Conversely, any

unspent Community Fund budget will be carried forward to the next year. The Association will report on all donations on an annual basis.

## **7. Community Fund Principles**

The Shettleston Community Fund aligns with the Association's vision of...'*Thriving and prosperous local communities where all residents enjoy great homes and services, an attractive physical environment and good life chances.*' However, we are also conscious that the Community Fund will be using income from tenants' rents and we must therefore ensure it is delivered with integrity and transparency.

All awards made from the Shettleston Community Fund must be used for activities that benefit residents within the Association's geographic boundary, as described in its Rules. Individuals receiving an award from the Fund must be Shettleston residents or children of Shettleston residents.

## **8. Award Categories**

Awards may be made in the following categories:

1. Awards to promote and enable community activity. [e.g. new planting or seating to improve the amenity of a backcourt; street party to bring neighbours together; day trip for older people; children's club or activity.]
2. Awards to individuals to assist with their personal development in areas such as education, employment, sporting or cultural achievement. [e.g. purchase of books, or laptop; interview clothes; travel to sporting competition; purchase of musical instrument or tutoring costs]
3. Awards to individuals experiencing hardship. [e.g. emergency top ups for gas or electricity; purchase of essential household items]

Awards will not be made to any charities or charitable causes except under category 1.

## **9. Award Amounts**

As a general principal, applicants should apply for what they need or for a contribution towards costs and should provide quotes and/or a budget breakdown. In most cases, there is a limit of £150 for any application and only for especially compelling reasons will this be exceeded.

## **10. Applications Process**

Applications under categories 1 & 2 must be made by letter and include quotes and/or a budget breakdown. It will also be helpful to include evidence of need or intent e.g. letter from a teacher, tutor or sporting club official, job interview confirmation. Where supporting evidence is not provided, further information or evidence may be requested before a decision is made. Applications under category 3, which are designed to help individuals in emergency hardship situations, are only by referral from Association staff.

## **11. Decision Process**

There is no formal timetable for applications. Decisions are made by a panel consisting of committee and staff members which is convened as and when required. Applicants will be informed of the decision as soon as possible after the panel meeting. Decisions on applications under category 3 [emergency hardship situations] for assistance up to £50 will be not be referred to the panel but will be determined by the Housing Manager or the Director of Customer & Community Services.

**12. Appeals and Complaints**

The decision of the Community Fund panel is final and there is no right to appeal. Any dissatisfaction about the Community Fund will be dealt with through the Association's Complaints Procedure, a copy of which is available from the office or on the website.

**13. Policy Review**

This policy will be reviewed every three years.