



CHARITABLE DONATIONS POLICY

1 POLICY STATEMENT

- 1.1 Erimus Housing is an integral and influential participant in the communities it serves and recognises that it has a vital role in shaping the future of its tenants and communities. A charitable donations policy helps demonstrate its ongoing commitment.
- 1.2 Erimus Housing receives requests for assistance from a variety of local organisations. As part of its approach to corporate social responsibility, Erimus Housing has set aside a limited sum of money of £10,000 per annum from April 2009 to meet these requests.
- 1.3 As part of this process a framework is in place to govern the way Erimus Housing considers and makes donations within a formalised application process.

2 REFERENCE MATERIAL

- 2.1 Erimus Housing's charitable donations and sponsorship policy, (August 2006).

3 DEFINITIONS

- 3.1 A donation is defined as a gift or contribution without seeking any benefits in exchanged. Donations differ from sponsorship in that Erimus Housing does not expect to receive any direct service or benefit in return.

4 POLICY CONTENT

- 4.1 Erimus Housing's Approach
 - 4.1.1 Erimus Housing will only support registered charities or 'not for profit' organisations. Erimus Housing particularly looks to give donations to smaller, local concerns where it can make a real difference to our local communities.
 - 4.1.2 Erimus Housing does not give money to religious or political groups or to third party fundraising. With all donations made, Erimus Housing aims to be a responsible member of the communities it serves.
 - 4.1.3 Erimus Housing will consider all requests, but will particularly welcome requests for any organisation working with young people, BME people or from communities where Erimus Housing is delivering regeneration or development programmes that will result in achieving any of the following:
 - Raising aspirations
 - Promote achievement
 - Work to achieve equal opportunities

4.1.4 Any requests for donations from £25 to a maximum of £500 can be applied for.

4.2 Application Process

4.2.1 Anyone not wishing to make a request for a charitable donation is asked to complete the attached form (Appendix A).

4.2.2 We will offer appropriate support to those wishing to make an application that may experience difficulty with completing the form.

4.2.3 All applications are assessed using a scoring matrix (Appendix B), to support the Managing Director of Erimus Housing's decision whether to approve a request. Applicants will receive written notification of the outcome of their request within 21 days.

4.3 Promotion

4.3.1 Erimus Housing continues to receive ad-hoc external requests and through 'word off mouth'. Erimus Housing employees are made aware of the aims of the charitable donation fund to identify opportunities, particularly those that fulfil the fund criteria.

4.3.2 Further steps to raise awareness of the fund with young people, BME people and within Erimus Housing's development areas are taken through promotion at relevant forums and networks.

4.3.3 Good news stories about how the fund is spent are included in tenant's newsletters and occasionally in the local press.

5 EQUALITY AND DIVERSITY

5.1 The charitable donations fund is available to all. All requests are considered, however, those received from BME organisations are particularly welcomed.

6 CUSTOMER INVOLVEMENT AND CONSULTATION

6.1 Erimus Housing Resident's Panel have been updated about the charitable donations fund to gain their feedback and raise awareness.

7 MONITORING AND REVIEW

7.1 Monitoring

7.1.1 The Group's Communications Manager on behalf of the Managing Director will be responsible for ensuring that this policy is carried out.

7.2 Review

7.2.1 Erimus Housing will undertake a review of this policy every two years to ensure that its priorities remain relevant to its activities.

8 RESPONSIBILITIES

8.1 It is the responsibility of the Managing Director and Senior Officers to ensure that:

- All staff are aware of Erimus Housing's policies;
- All staff are trained on the policies;
- Customers are adequately informed of the policies;
- Appropriate action is taken against employees whose actions are inconsistent with this policy.



Charitable Donation Application Form

- 1 Name of the applicant organisation:.....
- 2 Contact name:
- 3 Address:.....
.....
.....
.....
- 4. Telephone number:.....
- 5. Email:
- 6. Statement outlining the purposes of the organisation:
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.....
- 7. Amount requested or, if a non-financial donation is requested, the nature of the donation:
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- 8. The specific purpose for which the donation requested would be applied:
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9. What overall outcome or achievement do you hope to gain?

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10. List of any other donations received, expected or applied for:

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10. Please list any additional information included with the application to support your request:

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Applicants signature.....

Date.....

Please return the completed form and any enclosures to:

Michelle Wright
Communications Manager
Fabrick Group
7th Floor, Centre North East
73-75 Albert Road
Middlesbrough
TS1 2RU

Or email: michelle.wright@fabrickgroup.co.uk

APPENDIX B

Erimus Charitable Donations Assessment Matrix

Organisation/Name	
Purpose of organisation	
Amount and reason for donation request	

Assessment Element	Score (Out of 10)	Information/Comments
Will the request result in: <ul style="list-style-type: none"> • Raising aspirations • Promoting achievements • Work to achieve equal opportunities? 	Out of 10	
Expected outcome/achievement	Out of 10	
Any additional/supporting information		
Total Score		

Recommendation	
Assessing Officer	
Director Authorisation	
Date	