



<b>Title</b>	<b><i>Donations</i></b>
<b>Purpose</b>	MH Rules allow for donations to be made which further the objectives of the Association. These donations are to be made to registered charities or local charitable organisations.
<b>Scope</b>	<p>Of the total budget allocated each year:</p> <ul style="list-style-type: none"> <li>- 50% will be donated to the <b>nominated charities</b> selected by MH each year, one national and one local.</li> <li>- The remaining 50% will be provided to <b>local charitable groups</b> for appropriate activities.</li> </ul> <p><b>Nominated Charities</b> The nominated charities will be selected by staff vote each year. These will be registered charities and local bodies with a charitable purpose</p> <p><b>Local Charitable Groups</b> Proposal for local donations can be made by any member of staff, Board member or resident of Maryhill/Ruchill for any charitable body which:</p> <ul style="list-style-type: none"> <li>- Operates within Maryhill and Ruchill areas (<i>full donation</i>)</li> <li>- Operates more widely but will allocate any donation from MH to or for recipients within the Maryhill/Ruchill areas (<i>full donation</i>)</li> <li>- Operates out with the local area but which support the principles of MH (<i>restricted donation</i>)</li> </ul>
<b>Definitions</b>	<p>For the purposes of this policy, unless otherwise stated, the following shall apply to local Charitable Group donations:</p> <p><b>Full Donation:</b> Up to a maximum of £500</p> <p><b>Restricted Donation:</b> Up to a maximum of £100</p>
<b>Policy Statement</b>	<p><b>Nominated Charities</b> 50% of the total budget allocated to Donations will be allocated equally to the one national and one local charity nominated by the staff of MH each year. This will be made as a single payment to each charity by 31 December each year. The request for payment will be made by Development &amp; Regeneration.</p> <p><b>Local Charitable Groups</b></p>

	<p>Local donations can only be made to Registered Charities or any charitable organisation operating within the Maryhill/Ruchill area. The maximum levels of award are:</p> <ul style="list-style-type: none"> <li>- Registered Charities carrying out activities on a national or international basis will be subject to a maximum donation of £100 with, in total, no more than £500 being donated in any financial year to these charities. Any application must clearly show how the projects proposed/undertaken support the principles of MH. Approval of these donations is delegated to the CEO</li> <li>- Charities and charitable organisation operating within Maryhill/Ruchill can apply for donations of up to £500. Authority for authorising donations of up to £150 is delegated to the CEO, or her appointed substitute. Where a sum greater than £150 is requested, this requires Board approval.</li> </ul> <p>All requests for Local Charitable Groups donations must be made to Development &amp; Regeneration who will:</p> <ul style="list-style-type: none"> <li>- Determine if the donation meets the criteria</li> <li>- If yes, will either sent to the CEO or her nominated representative if £150 or less or prepare a report for the Board for larger donations</li> <li>- Request payment from Finance if the request is authorised</li> <li>- Maintain a Register of Donations</li> <li>- Ensure that all donations made, whether delegated or otherwise, are reported to each meeting of the Board</li> <li>- Report the full list of donations made for the financial year at each Annual General Meeting</li> </ul>
<b>Approval</b>	MH Board September 2017
<b>Policy Owner</b>	Bryony Willett CEO
<b>Review</b>	The Board will review and monitor the effectiveness of this policy every three years to ensure it continues to meet its aims and objectives.