**APPLICATION - DONATIONS FUND (aka Giving by Margo)**

**Details of the Person Making the Application (Applications can only be made on behalf of a registered charity/local group)**

Name:

Address:

Contact Details:

In what way are you involved in this charity/local group?

**Declaration of Interest**

Please provide details of any connection you (or anyone else in the charity/local group that you know of) may have to anyone who is a Board Member or works for the Association. \*

\*Please note that this does not mean that your application will receive either favourable or detrimental treatment but will enable us to recognise and manage the process in an open and accountable manner.

**Amount Requested** £

**Details of the Charity you are Requesting a Donation for:**

Charity Name:

Charity Reference Number:

**Details of the Local Group you are Requesting a Donation for:**

Name:

**Application Criteria (please refer to the procedure at the back of this form)**

Please describe briefly how this charity proposes to use a donation from DPHA to assist in achieving our organisational objectives - To provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care.:

Please outline how DPHA's tenants or prospective tenants would receive a direct benefit from the donation.:

Please outline what the money will be used for:

I understand that details of any donation from DPHA may be made available to the public either on request or may be promoted through the press, social media or on DPHA's website.

Signed: Date:

Please provide bank details:

Account Name:

Sort Code:

Account Number:

Bank Name and Address:

\*\* Please note that DPHA may contact the charity separately to confirm bank account details.

**For Office Use Only**

Application considered by Date

Donation approved: Yes/No Amount: £ .

**Please complete and return this form to: -**

Dalmuir Park Housing Association Ltd
Beardmore House

631 Dumbarton Road
Dalmuir

Clydebank
G81 4EU

**PROCEDURE ON THE AWARDING OF DONATIONS FUND (aka Giving by Margo)**

This procedure should be read in conjunction with the Donations Policy.

**1 Application criteria**

1.1 When considering requests for support, the following objectives are applied:

* The application must be from a charitable organisation and further the objects of the Association wish are to provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care.
* The associations’ tenants or prospective tenants should receive a direct benefit from the donation.
* The charity or organisation should be based in or operate in the same geographical area(s) as DPHA.

1.2 DPHA's Charitable Donations Fund is particularly interested in projects that fall into the following categories and those that can demonstrate the biggest impact on our tenants:

|  |  |
| --- | --- |
| * Financial Inclusion
* Health and Wellbeing
* Social Inclusion
 | * Skills Training
* Digital Inclusion
* Employment and Volunteering
 |

1.3 In order to achieve this, the following criteria are applied:

* The request must be delivered in the area within which DPHA operates.
* Evidence on how the project will directly support DPHA tenants will be requested.
* Only one application every 12 months (over a rolling period), per organisation will be considered.
* All applications regardless of the scale of the project will be considered.
* All applications should show any other funding sources.
1. **Applying for Funds**
	1. When we receive an application for funds from you, DPHA will acknowledge your application, normally within 5 working days.
	2. We will make arrangements for your application to be assessed, normally within one month.
	3. We will confirm the decision of the assessment panel to you, normally within 5 working days.
	4. We will check the validity of the charity before a payment is made.
2. **Registers**
	1. The details of the application, decision and amount of any funds granted will be recorded on the Donations register.
	2. The details of any declarations of interest from applicants requesting a donation will be recorded on the Declarations of Interests Register.