

Sanday Development Trust

enhancing quality of life



Donations Policy

Creation Date: April 2015

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Introduction

All donations provided by Sanday Development Trust must be compatible with our mission and aims and reflect our commitment to operating in an ethical manner. It is recommended that this policy be read carefully before making an application.

Equal Opportunities

Sanday Development Trust is committed to equal opportunities and believes that applications for donations should be open to all regardless of age, gender, ethnicity, sexuality, disability, religious or political beliefs. For full details, see the Sanday Development Trust Equality and Diversity Policy.

Definitions

For the purposes of this document, the following definition applies:-

Donation – A fixed sum of money, typically used to benefit a specific event or one off project or activity organised by a charitable or community group.

Eligibility

Applications where social benefit can be clearly demonstrated are welcomed from charitable or community groups.

Donations made by Sanday Development Trust will typically bring benefit to the island of Sanday or its inhabitants but may, at the discretion of the directors, include projects which bring benefit to the whole region of the Orkney North Isles.

Sanday Development Trust has identified the following priorities for the types of events and projects they wish to support:-

1. Relieving poverty
2. Promotion and protection of the wellbeing and physical health of residents
3. Advancing education and, in particular, promoting opportunities for learning
4. The preservation, restoration and improvement of the environment
5. The preservation of historical, architectural and constructional heritage
6. Facilities within the community for recreation and other leisure time occupations, available to the public at large

Due to limited resources, priority will be given to applicants who have not previously received a donation from Sanday Development Trust.

What cannot be funded

Applications from national organisations will be rejected unless it can be clearly demonstrated that the donation would be used solely for the benefit of Sanday and its inhabitants.

Funding will not be given to organisations that Sanday Development Trust or its subsidiaries are in legal or financial conflict with or which connects them to any political party or group.

All donations are 'one off', i.e. multi-year funding is not available.

Size of Donations

The donation size will vary according to the project/event, the level of need and the number of requests received for donations. However, in the majority of cases donations will be capped at £250.

How to apply

There is a simple application form that should be completed and sent to the address stated on the form. The application form can be sent to you on request by post or downloaded from the sanday.co.uk website.

Applications can be submitted at any time, marked for the attention of the Projects and Grants Officer and will be considered at the next Sanday Development Trust Directors' meeting. These are generally held every six weeks.

All applicants will be informed in writing of the outcome within 14 days following the date on which the application is considered.

Oversight of Donations Policy

The board of directors of Sanday Development Trust are ultimately responsible for the donation policy and its implementation.

It is the responsibility of the board to review the donations policy to ensure that it is in accordance with all other policies.

The donations policy will be reviewed by the board of directors annually.

Next review date

This policy is due for review in April 2016

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Application for Donation from Sanday Development Trust

Name of organisation	
Registered Charity Number (if applicable)	
Address of organisation	
Name of main contact and position	
Address of main contact	
Telephone number of main contact	
Email address of main contact	
Have you made an application to Sanday Development Trust before?	
Have you received a donation from Sanday Development Trust before? If so, what for?	
What does your organisation do?	
Briefly describe your project or event, including a brief summary of the anticipated costs	
Planned project start date or date of event	
What size of donation is requested?	
Donations are made by cheque. Please provide cheque payee details	

I declare that the information I have given in this application is true and accurate to the best of my knowledge. I understand that knowingly providing false information will invalidate this application and may result in the requirement to repay any donation that may be made.

Signed _____ Date _____