Hay, Brecon & Talgarth Sanctuary for Refugees

HBTSR donations to others Policy revised November 2021

Pre-amble

HBTSR give donations to others . These donations may be made to another charity, another organisation (not a charity), a family or an individual.
As a charity ourselves, we are only permitted to make a donation where the purpose of that donation falls clearly within the charitable purposes of HBTSR.
All donations will be given with no expectation of repayment.

Grant giving is not a primary purpose of HBTSR. Normally we will consider giving donations in the following circumstances:
• Where a specific important need is identified, which money could help to solve, and where no obvious alternative source of funding is available.
• Where we currently have enough money beyond the present and anticipated needs of HBTSR own activities .

Donations to individuals and families

These will be made from the HBTSR Hardship Fund or at the discretion of Trustees, for which we have a separate policy and a Hardship Fund Sub-Committee to administer them. They are clearly justifiable under our charitable objects (see below for full text) as being to "relieve financial and social hardship and distress...".

Deciding to give a donation

The remaining sections of this policy apply to all donations other than those made from the HBTSR's Hardship Fund, which is governed by the separate Hardship Fund Policy.

1. HBTSR's charitable purposes

Our Purposes or Charitable Objects, as registered with the Charity Commission are:
The charity's objects (the objects) are to advance education, relieve financial and social hardship and distress amongst people seeking refuge/asylum and a place of sanctuary outside the borders of their own countries and to educate the British public, service providers and policy makers about their plight, in particular but not exclusively by:
a. Promoting in Hay, Brecon and Talgarth and the surrounding areas the provision of places of respite and sanctuary by visits and/or longer stays for people seeking asylum or refuge and the enjoyment of the peace and recreational facilities of our communities;
b. Encouraging and supporting local communities, service providers, voluntary and public bodies and faith organisations to participate in the provision of respite and sanctuary, and in

general in welcoming and assisting people seeking asylum or refuge;
c. Providing accurate and up-to-date information to the public, local community, public bodies and elected representatives about the situation of people seeking asylum or refuge and ways of alleviating their distress;
d. Facilitating and celebrating the contribution of people seeking refuge or asylum to their local communities, and to UK society and culture and challenging hostility and discrimination against them;
e. Inform, encourage and promote public policies which contribute to the provision of refuge and sanctuary and diminish the distress of people seeking asylum or refuge.

2. Systems to consider donation giving
Since giving donations is not one of our primary activities, we do not need to advertise the availability. Our donations are entirely discretionary.
The proposal to make a donation usually comes from:
• A specific request by an organisation with which we work, or which shares our purposes;
• A suggestion from a trustee or supporter of HBTSR;
• Our having sufficient money to be able to help.

The proposal should be formally made at a group meeting and approved by a majority of the Trustees. The Trustees may approve and authorise the Treasurer to make the grant. Or, they may reject the proposal or refer it back to the Group Meeting for further work and discussion. The decision will be reported to the next Group Meeting and recorded in the Minutes.
Recipients will be asked to acknowledge receipt and to report upon how the money was spent and the outcomes achieved.
Recipients will be asked to notify any variation in the stated use of the money , arising from changed circumstances. HBTSR's Trustees should consider these and decide whether to endorse the change or require repayment of part or all of the money.

3. Is the receiver a charity? & 5. Limits on funding non-charities
We are allowed to make a donation to another charity as a way of meeting our charitable purposes, provided that this is in our charity's best interests. We have to check that any money given is used as we expected it to be.
We can also give money to organisations which are not charities, such as social enterprises, campaigning organisations, and very rarely organisations based outside the UK.
However extra care is required since such organisations don't have to deliver public benefit or comply with charitable purposes, and may be unfamiliar with charity law requirements.
Any donation given must only be used to further or support HBTSR's purposes, and for no other purpose.

4. Risk assessment & due diligence
The Trustees, before approving a donation, should consider:
• Is the identity of the receiving organisation clear and does it have a postal address?
• If the organisation is not a charity, what is its structure? Does it have named officers,

a council, membership, meetings, AGM, minutes?
• Is the receiving organisation capable of receiving, spending and accounting for expenditure of the money (this is particularly important for any organisation based outside the UK)?
• Does the receiving organisation have a treasurer and publish accounts?
Once the donation is approved and paid:
The Treasurer will be responsible for obtaining receipts and any reporting required of the recipient and submitting these to the Trustees.

6. Setting the terms and conditions

HBTSR will obtain agreement from a recipient about the
• The amount and purpose of the donation
• The payment date or schedule (if more than one payment is to be made)
• The requirement to acknowledge receipt of the payment(s)
• Specific reporting requirements and dates. There should be at least one report, however brief, for each donation.
• Procedure to follow to request changes in planned expenditure to deal with changed circumstances.

7. Monitoring spending

The receiving organisation must provide a receipt for each payment received.Monitoring will be agreed at the time of giving the donation. It will include at least one report.
When practical/desirable ,Trustees of HBTSR may visit the recipient in order to observe how the money has been spent and the effects it has had.

Recording

All decisions regarding donations are recorded in the minutes of Group Meetings and Trustee meetings .
The annual accounts of HBTSR will itemise any donations made and include notes summarising the purpose of each.

Revised November 2021. AD