



# **Wimborne History Festival Limited**

## **Donations Policy**

Author: Ian Faulkner

Version: 0.1

Date: 17<sup>th</sup> November 2019



<b>Section</b>	<b>Page</b>
1 Overview .....	3
2 Oversight Responsibility .....	3
3 Criteria for Eligibility .....	3
4 Exclusions .....	3
5 Procedure .....	3
6 Document Controls.....	4
6.1 Change Log .....	4
6.2 Anticipated Changes .....	4
6.3 Circulation List .....	4
6.4 Change Control .....	4



## 1 Overview

Wimborne History Festival Limited (WHFL) both delivers a biennial History Festival in Wimborne and provides support for other festivals in the area.

As a part of its financial and governance support WHFL oversees donations made by WHFL and its supported festivals to other organisations, to ensure transparency and appropriateness.

This policy sets out the criteria for eligibility and the governance/process required.

## 2 Oversight Responsibility

The WHFL Board oversees the donations approach. No donations can be made without the approval of the WHFL Board.

## 3 Criteria for Eligibility

To be considered for a donation, the receiving organisation must meet the following criteria; it must:

- Be a not-for-profit organisation
- Support people within the Wimborne area
- Provide community benefit and/or deliver education benefit

## 4 Exclusions

WHFL will not provide donations to organisations that do not meet the eligibility criteria.

Nor will it provide donations that will support, or be used for, political or religious purposes.

## 5 Procedure for making Donations

Requests for donations can be made in writing to WHFL or a supported festival, or in person at a WHFL Board meeting.

Decisions will be set out in the WHFL minutes and communicated in writing by the WHFL Treasurer.

Donations should only be made by bank transfer from the WHFL account. If the donation is taken from income earned at an event the full income, and the donation, must be banked and clearly itemised in the Income and Expenditure account for the event and a donation paid from the account.



## 6 Receiving Donations

WHFL actively encourage donations from individuals and organisations

- Donating online
- Making donations into donation buckets at events
- Making donations by cheque, cash or by direct bank transfer

All donations will be shown on our income sheet as such and specific donors will be named.

Whilst we will not 'vet' donors we reserve the right to refuse donations that operate in any way contradictory to our aims.

The Annual Report will acknowledge donations by individuals and organisations.

## 7 Document Controls

### 7.1 Change Log

Version	Author	Comments
0.1	Tracy Whitham	Second Draft

### 7.2 Anticipated Changes

Additional changes will be required as the review process progresses.

### 7.3 Circulation List

WHFL Directors/Members

### 7.4 Change Control

All changes to be directed to the author.