**A charitable giving policy offers your business the opportunity to outline its vision, focus areas and procedures for charitable giving in a form you can share with relevant stakeholders, including your employees and charities seeking funding. This is an example of guidelines your company could use to develop your own charitable giving policy. You may want to publish this policy on your employee intranet or company website or send it to charities who are seeking corporate funding. Use this as a guide and adapt it as relevant to your business.**

**SAMPLE CHARITABLE GIVING POLICY**

**Introduction**

<Company’s> vision is to contribute positively to the communities in which we operate. In addition to providing employment opportunities and minimising our environmental impact, we also support local community initiatives. We do this by working with like-minded partners and with our employees. Our charitable giving policy outlines our approach in how we work with community-led organisations to have a positive impact on the issues that matter most to us.

1. **Policy**

Through the <Company> responsible business agenda we are committed to investing in the future of our local communities. Our aim is to be a reliable partner and a force for good. The following policy sets out the types of causes we fund and our application procedure.

1. **Projects we fund**

<Company’s> corporate charitable donations are strategically focused on projects that:

* Fall within our chosen themes [e.g. education, inclusion, environment]
* Are responsive to the most pressing local issues [e.g. homelessness, marginalised people, mental health]
* Are relevant to our business and commercial strengths [e.g. financial literacy, STEM initiatives]
* Have potential to leverage additional external support or utilise resources of <Company>
* Offer engagement and volunteering opportunities for our employees

<Company> is unable to support the following [sample list]:

* Medical or medical research charities
* Individual sponsorship
* Political or religious charities
* Non-UK registered charities
* Capital projects
* Heritage projects
* Funding requests amounting to more than 30% of a project’s annual funding requirements
* Animal welfare projects
* Drugs related projects
* Emergency funding
* Sponsorship of events / tables of charity fundraisers we are not partners of.

1. **Applications**

Funding applications above <£XX> are reviewed by the charities committee comprising representatives from across the main business divisions. The committee generally meets <X> times a year. Requests below <£XX> will be reviewed on a case-by-case basis by the <relevant contact/group, e.g. the responsible business team>.

If you would like to submit an application for funding, please <download our application form/write to us> and consider the following areas for inclusion:

* Mission and charitable aims of your organisation
* Previous support from <Company> if applicable
* Other large corporate funders to the project or organisation
* Context: an overview of the social issue the project is addressing
* Project aims and outcomes
* Project account management and delivery
* Project costs and sources of existing/potential funding
* Latest financial statements
* Possible leverage enabled as a result of <Company> support
* Key strengths or brand benefit for your organisation (e.g. communications support, social media activation, patron support
* Potential benefits/opportunities for <Company> in partnering with your other corporate supporters
* Fundraising, volunteering or engagement opportunities for employees
* Evaluation methodology

You can send this to <email address>.

Please note that charities/community organisations are required to submit an interim report <give timinge.g. after six months/ year one in line with project length> documenting the progress of the project and an end of project/annual report that details the impact of the donation following the evaluation guidelines developed by <Company>.