



Fundraising Policy

1.0 Purpose and scope

The purpose of this policy is to outline how Notting Hill Genesis (NHG) uses fundraising money from the Notting Hill Genesis Community Foundation (NHGCF) and its intended impact.

This policy covers all NHG colleagues who use the NHGCF fund.

2.0 Definitions

Restricted funds- funds for a specific purpose or programme.

Unrestricted funds- funds that can be used for any purpose or programme.

3.0 The NHGCF fund

NHGCF is a fund that makes annual grants towards NHG budgets. The fund awards grants to reduce the impact on residents in times of hardship as well as for activities, community projects and events, partnerships with charities and items or services which improve resident welfare.

The funds primarily focus on:

- General needs
- Temporary housing
- Supported housing
- Regeneration

NHGCF have two restricted funds, and one unrestricted fund. The two restricted funds are Knowles Trust and Eastwood Trust, which supported housing and regeneration activity access to support their hardship and community activities. Funding for regeneration covers funding in areas such as Woodberry Down, Grahame Park, and the Aylesbury estate.

NHGCF has one unrestricted fund, which is the Mary Barfield fund. General needs and temporary housing activities are funded by these unrestricted charitable reserves. The general needs hardship fund helps residents in crisis and/or significant financial hardship. The fund mainly provides items such as essential white goods, cookers, beds, flooring,

and emergency supermarket vouchers. Temporary housing will also have access to unrestricted funds, which will be administered and monitored by temporary housing.

The tenancy sustainment team continue to organise a small series of fundraising activities. Any funds raised through initiatives goes back into the charitable reserves. The tenancy sustainment team manages these skeleton fundraising activities which are administrated and reported on by the governance department within the Finance directorate to comply with charity legislation. The charitable reserves are finite and NHG's approach is to run them down. If the funds are not used in the designated financial year, they will return to the community fund and cannot continue to be used by NHG the following year.

4.0 Annual spend by department

Given the relatively small level of funds that are added to each year, by 2026/27, it is likely that the restricted funds will not be able to sustain the same level of drawdown into business budgets. The following spend by department has been agreed by the executive board. A further paper will be bought to the executive board on further spending in 2026/27.

Table 1: summary of proposed annual spend

Department	Source	2024/25	2025/26
General needs	Unrestricted	£160,000	£160,000
Temporary housing	Unrestricted	£30,000	£30,000
Supported housing	Restricted – Knowles Trust	£150,000	£150,000
Regeneration	Restricted – (57% Knowles Trust, 43% Eastwood Trust)	£108k x 3 schemes = £324,000	£324,000

5.0 Roles and responsibilities

The below outlines the roles and responsibilities for departments in NHG:

Roles	Responsibilities
Tenancy sustainment and safeguarding team	<ul style="list-style-type: none"> To oversee small scale fundraising events as appropriate, such as the Marathon and the staff raffle. The administering of the General Needs hardship fund. To collate the information from the core operations teams to provide to governance for the annual report. To jointly review the monthly management accounts with governance and finance.
Temporary housing Supported housing Regeneration	<ul style="list-style-type: none"> To oversee spending of the grant made to their activities, reporting on achievement of their respective activities to governance as appropriate.

Governance	<ul style="list-style-type: none"> • To coordinate information from the above teams for the annual fundraising report and to submit that report to the NHGCF Foundation Board. This report should be submitted in line with the Charity Commission’s obligations. • Management of the donor database. • Engagement and administration for major gifts/bequests. • Monitoring of bank accounts and monthly management accounts. • Making returns to Companies House and the Charity Commission. • Co-ordinate meetings of the NHGCF Foundation Board and provide advice on charitable principles as required
Finance	<ul style="list-style-type: none"> • To account for Foundation money, provide a treasury function for its reserves, produce statutory accounts, complete tax returns as necessary and to support annual external audit/examination of accounts (supported by governance for data). • Provide management accounts monthly to be jointly reviewed by governance, tenancy sustainment and other teams as necessary.

6.0 Reference

The decisions to form this policy were agreed by the Executive Board on 21 May 2024.

Document control

Author	Policy and Procedure Delivery Officer
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Approved by	Policy Group
Policy owner	Tenancy Sustainment and Partnership Manager
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Version Control

The version number should increase by 0.1 if the changes are minor, or by 1.0 if there have been significant changes.

Date	Amendment	Version
June 2024	Notting Hill Genesis Policy created.	1.0