



# New Galloway Community Enterprises

## Policy on donating gifts to other organisations

### Introduction

New Galloway Community Enterprises Ltd is a Community Benefit Society owned by the community for the benefit of the community. In the light of this, NGCE would like to support other voluntary / charitable organisations in New Galloway and Kells with their fundraising plans, but must remain aware of its primary aim of creating a sustainable business model for the shop.

### Procedure

If asked to donate a prize for a local fundraising event, the following conditions apply:

- The request must be from an organisation or group based within the community area or one that benefits substantial numbers of local residents. The 'community area' is defined by the borders of the Royal Burgh of New Galloway and Kells Community Council.
- The prizes will always be given in the form of gift vouchers for the shop to a total not exceeding £20.
- There is a monthly budget for donations with a limit of £20.
- If a donation is not requested one month, it does not roll over into the next month.
- Any organisation may only receive one donation per calendar year.
- A log of all donations made must be kept up to date by the General Retail Manager (GRM).
- If Shop Assistants receive the request for a donation, they should pass it on to the GRM in order to ensure consistency.

The shop may also, at the GRM's discretion, support local fundraising events by supplying shop goods on a sale-or-return basis or at-cost. Again, this should be logged and an overview maintained to ensure that it is not disproportionately affecting shop performance.

NGCE Ltd, March 2018