



Policy:	Charitable Giving Policy
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Author:	Lancing Business Park Co-ordinator
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CHARITABLE GIVING POLICY - LANCING BUSINESS PARK

Purpose;

To wholly protect the reputations of both the donor, receiver and Lancing Business Park Ltd and its members from any real or perceived impropriety in the relationship that is established through the offer, receipt and giving of promotion, marketing and holding events. (Not monetary donation)

The Lancing Business Park Co-ordinator will oversee and administer the Charitable Giving Policy and associated dealings at the bidding of the Lancing Business Park Ltd Board.

A key focus for charitable giving is the support we give to our chosen charity of the year in the act of advertising and promotion of that charity.

Each year we will enter into a partnership to support and promote a chosen charity, which is local to the area and thereafter it is regrettable that we are unable to accept requests from any other charity or individual for support. By choosing one charity to support we are able to make more of a difference to the charity by raising its profile over the year as opposed to donating marketing time to a lot of different charities. This enables Lancing Business Park to build a relationship with the charity and become involved with different fundraising opportunities.

Our aim is to provide a collective support to a charity. On a regular basis Lancing Business Park receives many requests for sponsorship, transport, vehicle, monetary and raffle prize donations from many equally deserving causes and unfortunately we cannot offer help to all.

Charity Partnership:

Lancing Business Park Ltd is committed to entering into one year partnership, including an option to extend to three years, which is approved and agreed by the Board of Directors of Lancing Business Park Ltd.

To be considered as a Lancing Business Park Charity Partner please write into Lancing Business Park Co-ordinator, details on our website. Applications should detail the charity purpose, cause, activity and include information on:-

- Beneficiaries
- Reason for application
- Associated targets

- Activity link (please detail the link between the activities of the charity and those of either Lancing Business Park member or their employee)*

*Note that if your application is shortlisted there will then be a further opportunity to provide additional details with regards to objectives and fundraising initiatives

This should then be submitted by email or post.

Our Charity Partner will be named on our website – www.lancingbusinesspark.co.uk

Sponsorship and Promotion:

Lancing Business Park Ltd will only support local community groups and charitable activity and any requests outside of these guidelines will not be considered. As a result this means that Lancing Business Park Ltd will not support the following:

- charities based on Lancing Business Park *
- requests from national charities
- funding for overseas visits or trips
- funding for Arts/Media projects e.g. student films, exhibitions etc.
- projects that only benefit one person
- political events and programmes
- religious causes

Lancing Business Park Ltd cannot make monetary gifts to any charity but will work in partnership with the charity to promote and market its cause, events being undertaken and publication of news.

Lancing Business Park will act inclusively, upholding equality law, treating everyone fairly, and seeking to provide and promote a culture which delivers the best outcomes for the diverse society in which and for whom we work and enter into partnership with.

*Charities based on Lancing Business Park are members of Lancing Business Park and promotion, marketing of their cause and advertising of their events will continue to be sent out and advertised through email and the website when received by Lancing Business Park Co-ordinator or Administrator.

December 2013