



## DPS Charity Donations Fund Terms and Conditions

**Version: [DPMSM0002v1F]  
Adopted: [09/01/2014]**

### 1. Introduction

This document sets out the Terms and Conditions applicable to donations made by The DPS through its DPS Charity Donations Fund (the “**Fund**”), and applications by charities to receive such donations.

Charities may apply to receive a donation from the Fund by completing and returning the application form contained on our website; please note that this is the only way charities are able to apply for a donation. We may also decide to make donations to charities which have not made applications.

Any charity receiving a donation will first be expected to agree to these Terms and Conditions. Where a charity applies for a donation, it will be asked to agree to these Terms and Conditions as part of its application. Where The DPS decides to make a donation to a charity which has not made an application, the charity will be asked to agree to these Terms and Conditions before the donation is made.

### 2. Status of the Fund

The Fund is a scheme operated by The DPS, through which it makes donations to various registered charities. It is not a separate legal entity and it is not itself a charity or a trust.

### 3. Making applications; selection of charities to receive donations

Charities will need to download and complete an application form available on The DPS website. It is advised that charities download and complete a new form per application as the form may be subject to change. Once completed, application forms will need to be sent to [donations@depositprotection.com](mailto:donations@depositprotection.com), or posted to the below address:

C/O Marketing  
The Deposit Protection Service  
The Pavilions  
Bridgwater Road  
Bristol  
BS99 6AA

Please note: Applications will need to be received by The DPS by the closing date for that period.

In order for this programme to achieve its aims, we have outlined some high level criteria for the charities we will be considering:

- > We will only accept applications from charities working within the UK
- > The charity must be registered and be able to provide a UK charity registration number
- > Our focus is to fund those charities which help to directly improve the provision of housing with a particular focus on the private rented sector
- > We will only accept applications for initiatives which benefit the housing sector
- > We hope to focus on those charities which support lasting developments/improvements and will continue to provide benefits in the longer term

We will not provide funds for the following:

- > Salaries
- > General area improvements, without specific objectives reported
- > Marketing or promotion of a particular charity
- > Religious charities



- > Research projects
- > Charity attendance at events
- > Individuals
- > Running costs (e.g. utility bills, rental or room hire costs, stationery)
- > Office equipment (e.g. furnishings, electronics)
- > Travel and subsistence

Each application received will only be considered for the current quarter. If a charity's application is unsuccessful, a new application form will need to be completed and submitted in order to be considered for a donation in the next quarter.

#### Application Timetable

Quarter	Open date	Close date
Q1	9th January	31st March
Q2	1st April	30th June
Q3	1st July	31st September
Q4	1st October	31st December

#### 4. Use of donation by charity

Where a charity has made an application for, and is selected to receive, a donation, it agrees to use that donation in the manner described in its application (or as otherwise agreed in writing with The DPS). The charity will inform The DPS immediately if it wishes to use the donation in any other way.

#### 5. Donations at The DPS' discretion

Any decision to make a donation from the Fund is entirely at our discretion. We make our decisions following careful consideration of the applications we receive.

Although we intend to make donations at quarterly intervals, please note that we may decide not to make a donation in any quarter, to make different levels of donation from quarter to quarter, or to close the Fund completely without notice. Our website may describe the level of donations we intend to make (in particular, the maximum level of donations) but please note that this is for guidance only.

Where we have informed a charity that we have decided to make a donation to it, we nevertheless reserve the right (at any time up to the point of actual payment) not to make that or any other donation where we consider that this is appropriate.

#### 6. Payment of donations

Quarter	Committee selects charity by	Donation paid by
Q1	18th April	31st May
Q2	18th July	30th August
Q3	17th October	30th November
Q4	16th January	28th February

If the charity incurs any tax liability as a result of receiving a donation (such as a VAT charge), it will be expected to fund this liability itself. The amount of the donation will not be increased to take account of this. If The DPS itself incurs any tax liability as a result of making a donation (such as a VAT charge) it may decide to adjust the amount of the donation accordingly prior to making payment to the charity. The amount of any donation made by The DPS will be VAT inclusive.



### 7. No communications with unsuccessful applicants

We expect to receive a large number of applications for donations and will therefore be unable to enter into correspondence with individual applicants. In particular:

- > We will contact successful applicants directly but will not be able to contact unsuccessful applicants to inform them of this
- > We will not be able to provide 'progress reports' on any application
- > We will not be able to give reasons why any application has been unsuccessful, or enter into any other discussions with any applicant

If you have not heard from us informing you that your application has been successful within the expected timeframe, you may make a new application at the times set out on our website. You should refer to the information on our website to assist you with making this application (for example, this information includes explaining the details we would expect to see on an application, and the criteria we apply when deciding what donations to make).

### 8. Use of charity's name, logo etc. by The DPS

We intend to publish information about the Fund to the public. For example, this information will be published on our website and may be used, amongst other things, in our press releases and marketing materials. This will include information relating to any charity to whom we make a donation.

By applying for, and agreeing to receive, any donation from the Fund, each charity agrees to:

- > allow the use of its name and logo in any marketing activity by The DPS
- > work with The DPS to produce case studies and quotes about the donation and its impact (indefinite time span)
- > provide materials for use in marketing by The DPS (photos, videos etc)
- > appoint a spokesperson to address the media regarding the donation, either on their own or in conjunction with The DPS.

### 9. Reporting on use of donation

Any charity receiving a donation from the Fund will be expected to report to The DPS, at reasonable intervals and in any event on The DPS's request, on the progress of the initiatives supported by the donation and the expenditure of the donation. This is so that The DPS can monitor the ongoing operation of the Fund and the effective use of donations made by it. Chosen charities will be provided with a reporting template to ensure all necessary information is recorded.

### 10. Summary timetable

Quarter	Application open date	Application close date	Committee selects charity by	Donation paid by
Q1	1st January	31st March	18th April	31st May
Q2	1st April	30th June	18th July	30th August
Q3	1st July	31st September	17th October	30th November
Q4	1st October	31st December	16th January	28th February