

7. Recipient Charity Policy

Policy number	13	Version	1
Drafted by	DP	Approved by Board on	11 June 2014
Responsible person	MD	Scheduled review date	11 June 2015

The Board of Trustees (the Board) of Kaibosh has considered both current and best practice in the formulation of this Recipient Charity Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 11 June 2014 and became effective from that date.

Introduction

Kaibosh is committed to assisting organisations that are working to alleviate food insecurity in our community. As recipient charity organisations are likely to change over time Kaibosh will ensure that decisions on the eligibility of potential recipients are robust, consistent, transparent, fair and equitable.

Purpose

To ensure that decisions about the eligibility of recipient charity organisations are consistent with achieving the mission and vision of Kaibosh, as stipulated in the Deed of Trust

Policy

Kaibosh will supply food stuffs to organisations in the Greater Wellington area that are working to alleviate food insecurity by effectively assisting those who are at need in the community through the provision of food in conjunction with other services.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board.

As part of its approval the Board requires the GM to circulate this policy to all staff, and for a copy to be included in the Kaibosh Policy Manual, copies of which shall be available to all staff. The Kaibosh Policy Manual shall also be made available to volunteers at their request. The Board requires that the GM arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Signed

Board Chairperson

On behalf of, and with the authority of the Board on _____

Recipient Charity Policy Procedures

- Eligibility criteria are developed for recipient charity organisations which include:
 - A demonstrated commitment to deliver to a community sector that is consistent with the mission, vision and values of Kaibosh
 - A demonstrated reputable and proven track record of effectively assisting those who are at need in the community
 - Robust food health and safety procedures and appropriate facilities for the safe storage, refrigeration and distribution of food stuffs received from Kaibosh
 - The ability to pick up food from Kaibosh HQ on a regular basis within an agreed timeframe.
- An application form is completed by all new recipient organisations using a standard form provided by Kaibosh
- Application forms are received by Kaibosh and assessed against the policy and criteria for Recipient Charities
- The General Manager will decide as to the suitability of the applicant organisation within criteria prescribed by the Kaibosh Deed of Trust .
- The applicant organisation is notified in writing of the decision.
- If an applicant organisation is declined a reason will be given, and this will be communicated to the applicant in writing.
- If an applicant is unhappy about the decision then a written letter stating clearly the reasons for reconsideration may be made. This correspondence will be referred to Kaibosh's Board for consideration.
- Prior to commencement of the supply of food a written MoU outlining responsibilities and requirements of both Kaibosh and the food recipient charity will be signed by both parties.
- The relationship shall be reviewed every 12 months. Should any dissatisfaction with the relationship be actualised, by either party, the relationship is to be reviewed and may be discontinued as per the terms of the MoU.

Relevant documents

Recipient organisation application form

Recipient agreement form (MoU)

Responsibilities

The Board accepts that it has a responsibility to ensure the suitability of recipient charities of Kaibosh in line with stipulations of the Kaibosh Deed of Trust. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the GM.