



Disaster Relief Donations Guidelines

The following principles are intended to be used as guidance when processing a donation towards humanitarian disaster relief:

1. Donations will be made on a one-off basis to support disaster relief efforts both domestically and internationally in accordance with the agreed procedures set out below.
2. The City Corporation maintains a flexible approach to grant giving for humanitarian aid in terms of assisting aid agencies or appeals.
3. The amount of each donation will depend on the circumstances of the disaster, although it is expected that this will normally be between £20,000 and £30,000 (it being noted that there is a sum of £100,000 separately identified each year within the City's Cash Contingency for donations towards humanitarian aid relief).
4. When deciding on the amount of the donation, reference will be made to:
 - i) the scale of a disaster, the need for support and the level of support required (through consultations with the relevant aid organisation);
 - ii) previous donations given by the City Corporation towards similar disasters; and
 - iii) the amount remaining in the Contingency (through consultation with the Chamberlain)
5. As part of the monitoring process of its grant giving, the City of London Corporation expects the relevant aid organisation to provide a report on how the donation was spent and the outcome of the appeal at six monthly intervals until the appeal is closed.

Procedures to be followed for all Disaster Relief Donations:

6. In the event of a humanitarian disaster, the Town Clerk will consult with the Chairman and Deputy Chairman of the Finance Committee and representatives of the relevant aid organisation to ascertain whether there is a need for financial assistance to support disaster relief and the extent of any grant aid.

7. Where it is deemed appropriate for a grant of money to be made for humanitarian aid in response to a specific disaster, it is anticipated that such grant will normally be provided within the first five working days of the disaster occurring, in order to ensure an immediate response can be achieved.
8. Depending on the timescale involved and whether there is an imminent meeting of the Finance Committee, a decision will be sought from the Committee in the usual way. However, to accord with the objective of a response within the first five working days, delegated authority procedures will be followed (in accordance with Standing Order No. 41 (b)) to enable the transaction to be made to the relevant aid organisation.