Donated Music Equipment Policy

Purpose

This policy outlines Evolve Music's approach to receiving, using, storing, and (when appropriate) auctioning donated music equipment. The aim is to ensure transparency, effective use of resources and alignment with the charity's mission and values.

1. Acceptance of Donations

Evolve Music welcomes donations of music equipment that support the delivery of our creative programmes. All equipment donations will be recorded, including the item description, condition, estimated value and donor details. We reserve the right to decline donations that are unsafe, unsuitable for use, or unreasonably difficult to store or maintain.

2. Use & Storage of Donated Equipment

- Donated equipment will be assessed for immediate or future use in our programmes.
- Priority will be given to items that enhance delivery, expand access or replace outdated or broken equipment.
- Equipment retained for use will be stored, maintained and insured in accordance with Evolve Music's operational procedures.
- As a small charity with limited storage capacity, we cannot guarantee long-term storage of all donated equipment.
- Items not in immediate use may be temporarily stored if deemed potentially valuable to future programme delivery.
- If storage constraints make retention unfeasible, equipment may be then offered to participants of specific programmes.
- In the event offered equipment is not accepted it will be reallocated in line with Section 4.

Adopted July 2025

4. Auctioning and Fundraising

Evolve Music may auction or sell the item to raise funds for its charitable activities. Auction or sale decisions will be made transparently, with an emphasis on maximising charitable value. Donors will be informed, where feasible, of the intended use of their donation and that it may be sold if unsuitable for operational use.

5. Use of Funds Raised

Funds raised through the sale or auction of donated equipment will be allocated to Evolve Music's general charitable purposes, unless otherwise agreed with the donor. All income from such sales will be recorded and reported in line with financial and fundraising regulations.

6. Public Appeals and Promotion

Evolve Music may, from time to time, issue public calls for donated equipment and announce fundraising auctions through its website, social media, and networks. Any such appeals will clearly state how items may be used or sold and how proceeds will support our charitable work.

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