



Community Support scheme

Matched giving

Guidance notes April 2021 - March 2022

About the Community Support scheme

Every Royal Mail Group employee can apply **once a year** for up to **£200 in matched giving** for money raised for any registered UK charity or registered good cause under the Community Support scheme.

Please read the criteria and rules below before starting your matched giving application.

Matched giving criteria

- You must be a full- or part-time employee of Royal Mail Group, in England, Wales, Scotland and Northern Ireland.
- The scheme excludes RM pensioners, GLS employees and contractors.
- Royal Mail cannot support claims for, or on behalf of, family members or friends. You must have personally participated in an event or activity to raise money.

Matched giving rules

- You can apply at any point in the funding year. The funding year runs from April 2021 to March 2022. Matched giving will be awarded on a first come, first served basis.
- Every Royal Mail employee can apply once a year for up to £200 in matched giving.
- You can apply on your own or as part of a team made up of Royal Mail Group employees.
- Your line manager must authorise your claim form by signing to confirm that they have examined your application and any supporting evidence.

How to apply

Applying as an individual

1. **Begin your application:** You can apply for matched giving **at any time, but a minimum of 2 weeks before** your fundraising event takes place. This allows Charities Trust time to check your application and ensure it meets the matched giving criteria. They will then send you a fundraising pack.





2. **Application approval:** You must seek the authorisation of your line manager prior to submitting your application. You will be asked to provide the name of your line manager and confirm authorisation has been sought as part of the application process.
3. **Risk assessment:** If you are fundraising on Royal Mail Group property, you may be required to complete a risk assessment before your fundraising event takes place. The Risk Assessment form and guidelines can be found on the Intranet and www.myroyalmail.com If you have any questions please contact the relevant Health & Safety advisor in your region: www.myroyalmail.com/safetycontacts
4. **Submit:** You can submit your completed application form online here: <https://www.myroyalmail.com/communitysupportscheme> or send the hard copy back to the Charities Trust at the address given below.
5. **Fundraise!**
6. **Bank your funds:**

Online using SponsorMe: www.sponsorme.co.uk. Royal Mail **cannot match** money raised on other online fundraising sites, such as JustGiving.

Or:

In cash to Charities Trust using the paying-in slips found in your fundraising pack. Please do not pay the funds directly to the charity.

7. **Claim your match:** Use the claim form you received in your fundraising pack. You will need to provide evidence of all money banked or your Sponsor me event ID number, to Charities Trust.
8. **Payment:** If your match claim is approved, you will receive a letter from Charities Trust confirming the total amount of money your chosen charity will receive. This includes the funds you raised, and the matched giving provided by Royal Mail. Charities Trust will then pay the amount directly to your chosen charity via BACS transfer.

Applying as a team

You can apply for matched giving on behalf of your team, as long as you have been personally involved in the fundraising activity. A team is defined as being more than one person.





Either one or two team members should apply for matched giving and bank all the funds raised between them.

You will not be eligible to claim matched giving for teams that are not made up of Royal Mail employees. Up to 10 people in a team can apply for matched giving for the same fundraising event.

If you are participating in a fundraising activity with more than 10 other Royal Mail Group employees, please get in touch directly with the Community Investment team to discuss bespoke matched giving arrangements: community@royalmail.com

Please note:

If you are also applying for a fundraising grant to help cover the costs of organising your fundraising activity you must do this **after you have applied for matched giving but before your fundraising event takes place.**

Please review the fundraising grant guidelines here: <https://www.myroyalmail.com/grantschemes>

Charities Trust will process your application within 5 working days. Charities Trust will send you a fundraising pack if your matched giving application is successful. This will contain paying-in slips that you should use to bank the money you raise for your charity if you are not using SponsorMe online.

Application forms that are not complete or contain incorrect information will be declined.

Registered UK charities or registered good causes that we support

Royal Mail will match money raised for both UK registered charities and registered good causes.

Registered charities can include organisations such as:

- Charitable trusts
- Charitable companies (charities that are also listed as companies)
- Schools

You can search the online charity registers listed below if you are unsure whether your charity is registered.

- Charity Commission for England and Wales: <https://www.gov.uk/find-charity-information>
- Office of the Scottish Charity Regulator: www.oscr.org.uk or call 01382 220446
- Charity Commission for Northern Ireland; www.charitycommissionni.org.uk or call 028 3832 0220.





Registered good causes

Royal Mail will match money raised for UK registered good causes that have HMRC Gift Aid charitable status. These organisations are too small to have full charity status and instead are registered as a good cause.

As registered good causes, these organisations have special tax reference numbers. Your matched giving application must contain the tax reference number for the organisation you are supporting.

You can obtain the tax reference number one of three ways.

- Ask the organisation for their unique tax reference number
- Contact Charities Trust to check if they are registered before completing your application
- Amateur Sports Clubs that are registered as a good causes can be found at <http://www.hmrc.gov.uk/casc/clubs.htm>

Examples of eligible good causes include:

- Sports clubs
- Youth clubs
- Scouts and Guides
- Volunteer centres
- Community groups

Unfortunately, we are unable to fund the following types of activity:

- Political organisations
- Organisations which are not registered charities or registered good causes.
- Individuals; including students
- Expeditions or overseas travel
- Religious* organisations
- Building projects for places of worship, other than where such buildings provide accommodation for community groups
- Organisations that redistribute funding for subsequent grant-making to other organisations and/or individuals
- Sponsorship or marketing appeals
- Establishment/preservation of endowment/welfare funds, excluding the Rowland Hill Benevolent Fund which is Royal Mail's own benevolent fund
- Building projects for heritage centres, visitor centres, museums and theatres
- Historic restoration/historic publications
- Activities and statutory requirements of hospitals (including NHS Trusts), schools, colleges etc. This means activities which are already by law funded by the state.
- Events/activities or any related promotions/communications that Royal Mail deems to be inappropriate (for example, the promotion/exhibition of nudity, semi nudity or sexual imagery).





**An organisation would not be eligible if its aims and objectives promote a specific religious doctrine or advocate secular beliefs. However, if the aims and objectives of an organisation that has a religious foundation are to promote a public good and support the local community, it could be eligible for matched giving. This would be entirely at Royal Mail's discretion.*

Help and advice

If you have any questions regarding the Community Support scheme, please contact Charities Trust:

Helpline number: 0151 284 1221

Email: royalmail@charitiestrust.org

Post: Charities Trust, Suite 20-22, Century Buildings, Tower Street, Liverpool, L3 4BJ

About Charities Trust

Charities Trust is an independent charity that manages fundraising, matched giving and community grants on behalf of Royal Mail. You must make your donations to charity through Charities Trust in order to obtain matched giving. Charities Trust will ensure you can pay your donations securely. They will also pay out the correct amount of matched giving from Royal Mail.

Disclaimers

Royal Mail reserves the right to decline applications at its discretion. Royal Mail also reserves the right to change matched giving limits for special events and activities. Matched giving will be awarded on a first come, first served basis. Royal Mail has an annual budget for matched giving and once this has been fully drawn, matched giving may become unavailable until the next funding year. If we are unable to approve your application for any reason, we will let you know as soon as possible. It is not advised to rely on matched giving funds to reach a fundraising target or to provide a guarantee to the charity your application will be approved.

