



## Community Support scheme

### Fundraising grants

## Application form April 2021 – March 2022

### Fundraising grants

Colleagues are encouraged to support their local communities. Every Royal Mail Group employee can apply for a grant of **up to £200 once every funding year** to help cover the costs of organising a fundraising activity.

This applies to fundraising to all registered charities and registered good causes.

This grant is only available if you have already applied and been accepted for one of Royal Mail's matched giving schemes for the same fundraising event.

Please ensure you have read the criteria and rules below before starting your application. A full description of the eligibility criteria and the Fundraising grant rules can be found here:

<https://www.myroyalmail.com/grantschemes>

### How to apply

1. **Apply for matched giving:** For Community Support scheme matched giving apply here: <https://www.myroyalmail.com/communitysupportscheme>
2. **Apply for a Fundraising grant:** Once you have been accepted for matched giving, fill out the grant application form online here: <https://www.myroyalmail.com/grantschemes>

Alternatively, if you would like to apply using the hard copy of the form, please send the completed and signed form below to Charities Trust using their postal address also given below.

Your application for a grant must be submitted a **minimum of 2 weeks** before your fundraising activity.

3. **Application approval:** As part of your application 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.
4. **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](http://www.myroyalmail.com)





If you have any questions please contact the relevant Health & Safety advisor in your region: [www.myroyalmail.com/safetycontacts](http://www.myroyalmail.com/safetycontacts)

## Next steps

Charities Trust will process your application within 5 working days. Charities Trust will then send you a fundraising pack if your application is successful. The fundraising pack will provide guidance about how to set up an online fundraising page, how to pay in your fundraising money and how to claim your grant.

## Help and advice

If you have any questions regarding fundraising grants, please contact Charities Trust:

Helpline number: 0151 284 1221

Email: [royalmail@charitiestrust.org](mailto: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.

## Disclaimers

Royal Mail reserves the right to decline applications at its discretion. Royal Mail also reserves the right to change grant limits for special events and activities. Grants will be awarded on a first come, first served basis. Royal Mail has an annual budget for grants and once this has been fully drawn, grants 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 provide a guarantee to the charity that your application will be approved.





Please fill in all of the details on this form or we will not be able to process your request.

Are you an employee of Royal Mail? Yes  No

Have you applied and been accepted for matched giving for this event/activity? Yes  No

Employee Payroll ID:

Telephone Number:

First name:

Email Address:

Surname:

Job title:

Unit name and address:

Postal Address (please provide the address for us to send your fundraising pack to):

Postcode:

Postcode:

How much are you hoping to raise: £

Date of event or activity: / /

Are you fundraising as part of a team? Yes  No

If you ticked Yes, how many people in your team are Royal Mail employees? (excluding yourself):

What type of fundraising event or activity are you taking part in?

Details of fundraising costs for claim:

Please list all the expenses you will incur in setting up or carrying out in your fundraising activity. Please include a full description of expenses, quotes (if applicable) or event registration details.

Description	Quote/Registration details of event	Amount (£) (Inc. VAT)





Description	Quote/Registration details of event	Amount (£) (Inc. VAT)

Event ID as detailed in your Matched Giving documentation:

Name of charity or good cause:

Address of charity or good cause:

Registered charity number, or tax reference number (for registered good causes):

Please tick here if you don't want to be contacted about featuring in Royal Mail's internal and external communication about fundraising.

Claimant's declaration:

I can confirm that all personal information and event details provided in this application are true and correct. I understand that any false or misleading statement or significant omission may disqualify me from applying to the fundraising grant scheme and may render me liable to disciplinary action where dishonesty, theft or fraud are considered to be gross misconduct and may result in dismissal. I consent to the above data being held and processed by Charities Trust for administration and analysis for use by both Charities Trust and Royal Mail Group.

I can confirm that I have read the Fundraising grant guidelines Yes

This application has been authorised by my line manager Yes  No

Line manager's name:

Your signature:

Date:

