



## Community Support scheme

### Volunteering grants

## Guidance notes April 2021 - March 2022

### About Volunteering grants

Colleagues are encouraged to support their local communities. Volunteering is defined as an activity that involves spending time, unpaid, doing something that aims to benefit the environment or a good cause. Royal Mail makes grants available to colleagues to support voluntary activities.

This year we have made some changes to our Volunteering grants.

Volunteering grants can now only be applied for **by a team of Royal Mail employees, on behalf of the unit** where they work. The volunteering activity must be in community in which the unit is based.

**The maximum value of any Volunteering grant is £400 per unit per event** A grant can be applied for once a year. A unit can be a DO, Mail Centre, air hub, workshop, vehicle operating centre or an office etc.

The primary aim of any volunteering activity should be donating time, and any costs associated with the activity should be kept to a minimum. Colleagues applying for a Volunteering grant will be asked to demonstrate that they have explored other avenues to get any materials required for the volunteering activity for free or in-kind, before applying for a grant.

If, by exception, a unit would like to undertake more than one volunteering activity in a year, please contact the Community Team to discuss it by emailing: [community@royalmail.com](mailto:community@royalmail.com)

If you are raising funds, this does not count as volunteering and you should apply for matched giving and/or a fundraising grant instead. More information is available here: <https://www.myroyalmail.com/community/how-donate-all-charities/matched-giving-and-grants>

We aim to review these guidelines annually. They were last reviewed in April 2021.

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

### Eligibility 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.





## Volunteering grant rules

- Volunteering grants can only be applied for **by a team of Royal Mail employees, on behalf of the unit** where they work.
  - One person should make the application on behalf of the unit.
  - A team must consist of at least three employees, but preferably more.
  - A unit can be a DO, Mail Centre, office, or any other type of Royal Mail unit.
- A grant can be applied for once every funding year.
- The maximum value of any grant is £400 per unit per event. Colleagues applying for a grant will be asked to demonstrate that they have explored other avenues to get any materials required for the volunteering activity for free or in-kind.
- The volunteering activity must be in the same local community as the unit applying for it, or within 10 miles.
- Grants are awarded on a first come, first served basis throughout the funding year, which runs from April 2021 to March 2022.
- You cannot apply for a fundraising grant for the same volunteering activity.
- You cannot apply for matched giving for the same volunteering activity.
- Royal Mail can only provide Volunteering grants if you are volunteering for a registered charity or registered good cause.
- The application must be signed by the unit manager. The unit manager should be aware that a successful application would preclude any other applications being made during the funding year.
- A grant can only be given for eligible costs relating directly to your volunteering event.

Employees from different units can join together to undertake a volunteering activity. If this is the case, the application need only be made in the name of one of the participating units. The other participating unit would be free to make another application during the same funding year for a different event.

### Please note:

A grant can only be given after you have sent your receipts for the costs relating to your volunteering activity to Charities Trust.

### What can be claimed for:

A Volunteering grant can only be given for eligible costs relating directly to the volunteering event. In addition, expenses for volunteering events must be deemed reasonable by Royal Mail. Please do not incur any expenses before your application has been approved.

Examples of costs that can be claimed for include:

- Equipment costs e.g. paint, gardening materials, plants, decorating materials, paintbrushes, tools etc.





- PPE (Personal Protective Equipment) i.e. goggles, gardening gloves, rubber gloves etc
- Necessary travel costs: to support additional travel expenses for colleagues
- Equipment to the activity site
- Decorations e.g. balloons
- Giveaways e.g. pens, pencils, stickers
- Insurance for your event

This is not a complete list but can give you an idea of the types of expenses you can claim for. If you are not sure whether the expenses you would like to claim for are eligible, please contact Charities Trust.

### **What cannot be claimed for:**

You cannot claim for the following types of costs:

- Travelling expenses
- Food or drink\*
- Clothing, with the exception of Personal Protective Equipment necessary for the volunteering activity
- Equipment purchase, other than small items necessary for the volunteering event (e.g. balloons, plates etc)
- A donation to the charity
- Inappropriate materials
- Labour charges
- 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)

\*We will not provide funds for lunches, usual travel expenses, alcoholic beverages or similar whilst completing the volunteering activity.

You must be volunteering for a registered charity or registered good cause based in the UK in order to be eligible for a Volunteering grant.

Details about eligible charities and good causes can be found here:

<https://www.myroyalmail.com/community/FAQs>

Royal Mail reserves the right to judge the eligibility of volunteering expenses at its discretion.





## How to apply

1. **Apply for a Volunteering grant:** You can apply online here: <https://www.myroyalmail.com/grantschemes> One person should make the application on behalf of the team.

Alternatively, if you require a hard copy of the form, please download this here:

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

Please send the completed and signed form to Charities Trust using their postal address below.

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

2. **Application approval:** As part of your application you must seek the authorisation of your unit manager prior to submitting your application on behalf of your team. The unit manager should be aware that a successful application would preclude any other applications being made during the funding year.
3. **Risk assessment:** You may be required to complete a risk assessment before your volunteering 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 volunteering pack if your application is successful. The volunteering pack will provide guidance on how to claim your grant.

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

## Help and advice

If you have any questions regarding Volunteering 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 your application will be approved.

