



Community Support Scheme

Matched giving

Application form 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. The scheme includes all registered UK charities and good causes.

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

Please ensure you have read the criteria and rules below before starting your matched giving application. These can be found here: <https://www.myroyalmail.com/communitysupportscheme>

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 online here: <https://www.myroyalmail.com/matchedgiving> or send this hard copy back to 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. Please review the Community Support scheme matched guidelines here for more information:

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





Help and advice

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

Helpline number: 0151 317 5249

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.





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

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 matched giving pack to):

Postcode:

Postcode:

Name of charity or good cause:

Address of charity or good cause:

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

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?





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 matched giving 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 Community support scheme matched giving guidelines Yes

This application has been authorised by my line manager Yes No

Line Manager's name:

Your signature:

Date:

