



Community Support scheme

Fundraising grants

Guidance notes April 2021 – March 2022

About 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 Royal Mail's matched giving scheme for the same fundraising event.

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.
- Royal Mail cannot support claims for, or on behalf of, family members or friends. You must be personally participating in an event or activity to raise money.

Fundraising grant rules

- Every Royal Mail employee can claim for a Fundraising grant **up to £200 once every funding year**.
- You can apply on your own, or as part of a team made up of Royal Mail Group employees.
- You can apply at any point in the funding year. However, grants will be awarded on a first come, first served basis. The funding year runs from April 2021 to March 2022.
- **The fundraising activity must raise at least double** the amount you claim for expenses under the Fundraising grant scheme.
For example, if you apply for a Fundraising grant of £100, you are expected to raise at least £200 (excluding any matched giving from the company). If you do not achieve your fundraising target, you may not be reimbursed for all your expenses.
- You will only receive a Fundraising grant if you have already applied and been accepted for the Community Support scheme, for the same fundraising event.





- You cannot apply for a Fundraising grant if you have been given a free place on a fundraising event.
- You cannot apply for a volunteering grant for the same activity.
- Royal Mail can only provide fundraising grants if you are fundraising for a registered charity or registered good cause.
- Your line manager must authorise your application form by signing to confirm that they have examined your application and any supporting evidence.
- A grant can only be given for eligible costs relating directly to your fundraising event.

Please note:

A grant can only be given after:

- You have paid the money you raised at your event into Charities Trust's bank account through Sponsor Me (<http://www.sponsorme.co.uk/>) or using paying-in slips.
- You have sent your receipts for the costs relating to your fundraising activity to Charities Trust.

What can be claimed for:

A Fundraising grant can only be given for eligible costs relating directly to the fundraising event. In addition, expenses for fundraising 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 hire e.g. tables or bouncy castles
- Promotional materials e.g. posters
- Decorations e.g. balloons
- Small raffle prizes
- 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 fundraising activity
- Equipment purchase, other than small items necessary for the fundraising 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 fundraising activity.

You must be fundraising for a registered charity or registered good cause based in the UK in order to be eligible for a Fundraising 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 fundraising expenses at its discretion.

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 to Charities Trust using their postal address also given below. You can download the form here: <https://www.myroyalmail.com/grantschemes>

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 If you have any questions please contact the relevant Health & Safety advisor in your region: 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 on how to set up an online fundraising page, how to pay in your fundraising money and 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 Fundraising grants, 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 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 rely on grants to reach a fundraising target or to provide a guarantee to the charity your application will be approved.

