



## Community Support scheme

### Volunteering grants

### Application form April 2021 - March 2022

#### 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.

Volunteering grants can **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 Delivery Office, Mail Centre, Air Hub, Rail Hub, MDEC, Regional Distribution Centre, Workshop, Vehicle Operating Centre or an office.

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

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

#### 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 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 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 about how to claim your grant.

### Help and advice

If you have any questions regarding Volunteering Grants, please contact Charities Trust:

Helpline number: 0151 317 5249

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

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

### 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.





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:

Unit name and address:

Job title:

Postcode:

**Details of volunteering costs for claim:**

Please list all the expenses you will incur in setting up or carrying out in your volunteering activity. Please include a full description of expenses, quotes (if applicable) or event registration details. **Please note, the primary aim of any volunteering activity should be donating time, and any costs associated with the activity should be kept to a minimum.**

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

Please tell us about your volunteering event. Include details of avenues that have been explored to obtain any materials required for the volunteering activity for free or in-kind. Please also provide details of any costs that have been avoided.





Please provide all names of those volunteering. If you need more space, please write the names on the back of the form. There must be **at least three employees** taking part, who all work at the same unit.

Payroll ID/Employee number	First name	Second name

Name of charity or good cause:

Address of charity or good cause (the charity or good cause should be in the same community as the unit submitting the application, or a maximum of 10 miles away):

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 volunteering.

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 volunteering 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 Volunteering grant guidelines Yes

This application has been authorised by the unit manager Yes  No

Unit manager's name:

Your signature:

Date:

