



## Charity Partner 2017 - 2020

### Matched giving

### Application form April 2020 - December 2020

#### About our Charity Partner 2017-2020

Almost 36,000 Royal Mail employees voted for Action for Children as Royal Mail's Charity Partner 2017-2020, from a shortlist of three charities.

Our aim is to raise at least £2 million for Action for Children. Royal Mail has committed to match money raised for the Action for Children, penny for penny, up to a total of £1 million.

Action for Children will use our donations to fund face-to-face support sessions for young people in schools, to help prevent them from developing depression and other mental health problems.

#### 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 from April to December 2020. We have committed to match penny for penny, up to a total of £1 million raised for the charity.
- Every Royal Mail employee can claim up to £2,500 in matched giving. Any exception to this would need prior agreement from the Community Investment team. To get in touch with the Community Investment team, email [community@royalmail.com](mailto:community@royalmail.com)
- 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.
- Royal Mail **cannot match** money raised on other online fundraising sites, such as JustGiving. We can only accept cash paid in using paying-in slips and through SponsorMe: [www.sponsorme.co.uk](http://www.sponsorme.co.uk).

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/node/5702>





## How to apply

### Applying as an individual

1. **Begin your application:** Apply for matched giving **at any time, but a minimum of 2 weeks before** the 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](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)
4. **Submit:** You can submit your completed application form online here: <https://www.myroyalmail.com/node/5702> or send the hard copy back to the Charities Trust at the address given at the bottom on the form.
5. **Fundraise!**
6. **Bank your funds:** Online using SponsorMe: [www.sponsorme.co.uk](http://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, 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, including the funds you raised and the matched giving provided by Royal Mail. Charities Trust 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 Charity Partner matched guidelines here for more information:

<https://www.myroyalmail.com/node/5702>

## Help and advice

If you have any questions regarding the Charity Partner matched giving scheme, 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. 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 match 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:

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 Charity Partner 2017-2020 matched giving guidelines Yes

This application has been authorised by my line manager Yes  No

Line Manager's name:

Your signature:

Date:

