



Charity Partner 2017- 2020

Matched giving

Guidance notes 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.

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

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
- 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:** 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 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 form online <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. 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.

Either one or two team members should apply for matched giving and bank all the funds raised between them.

You will not be eligible to claim matched giving for teams that are not made up of Royal Mail employees. Up to 10 people in a team can apply for matched giving for the same fundraising event. If you are participating in a fundraising activity with more than 10 other Royal Mail Group employees, please get in touch directly with the Community Investment team to discuss bespoke matched giving arrangements: community@royalmail.com

Please note:

If you have registered for a free space event, such as a run or walk, through Action for Children directly, you will still need to apply for matched giving through the above process.

If you are also applying for a fundraising grant to help cover the costs of organising your fundraising activity, you must do this **after you have applied for matched giving but before your fundraising event takes place.**

Please review the fundraising grant guidelines here: <https://www.myroyalmail.com/node/5704>

Charities Trust will process your application within 5 working days. Charities Trust will send you a fundraising pack if your matched giving application is successful. This will contain paying-in slips that you should use to bank the money you raise for your charity if you are not using SponsorMe online.

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

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

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.

