

Charity and Sponsorship Committee Form

Before completing this form please refer to the Application Notes.

External Funding Application Form

Individual/Organisation Details

Are you applying as one of the following: (Please tick appropriate box.)
 An Individual A Charity A Third Party Organisation

Registered Charity No: _____ Date established: _____ (Not applicable for individual's applications)

Name of charity/organisation: _____ (Not applicable for individual's applications)

If you are a branch of a larger organisation, or a member of an umbrella body, please tell us which one?

Name: _____

Contact Address: _____

Please tick if you are under the age of 21

Are you a FirstGroup employee? Yes No
 If yes, please state which operating company: _____

Are you connected to any First Operating Company or First Employee? Yes No
 If yes, please give details below: _____

Position: _____ (Not applicable for individual's applications)

Daytime Tel no: _____

Fax no: _____

Mobile no: _____

Email Address: _____

Website: _____

Total income of organization: _____ (Not applicable for individual's applications)

Number of staff: _____ Full time: _____ Part time: _____ Volunteers: _____ (Not applicable for individual's applications)

Background Information

1 Does your request/organisation bring benefit to any of the following?

	Yes	No
Health	<input type="checkbox"/>	<input type="checkbox"/>
Young People	<input type="checkbox"/>	<input type="checkbox"/>
The Environment	<input type="checkbox"/>	<input type="checkbox"/>

2 What is your geographical area of operation?

Name of town, city or village:

County:

Is this a national campaign? **Y/N***

*Please delete as appropriate

Previous Sponsorship or Charitable Giving

3 Have you been sponsored or received cash donations by FirstGroup plc or one of our operating companies in the past?

Yes/No (*please delete as appropriate)

If yes, please specify operating company, cash amount and the previous event.

Organisation Activities

4 Please give a summary of the main activities of your organisation and/or what services do you provide? Who are the beneficiaries?

(Not applicable for individual's applications)

Request for Funds

5 Please tell us about the activity you would like us to support. What is the aim of the activity, who are the beneficiaries if different from the above and how a donation would benefit your activity?

6 Purpose for which funds are requested (12 key words maximum)

7 Which geographical area will benefit most from a donation?

8 What other funding support has been received/requested from other individuals or organisations?

8 What do you intend to achieve as a result of the funding?

10 If the work requires on-going funding, where will those funds come from?

11 How will you monitor the progress of your project?

12 Please specifying start and end dates and key milestones

Financial

13 Amount Requested from FirstGroup Charity Committee £ _____

Total cost of project? £ _____

14 High level breakdown of budget (how the funds are spent, staff, administration etc)

15. If your application is successful. Which charity/individual should cheques be made payable to?

Please state your name and the date to confirm that, to the best of your knowledge and belief, all the information in this application form is true and correct. The person signing the form must be the contact named on page 1 of this form.

Name:

Date:

By applying to First's Charity and Sponsorship Committee successful applicants are consenting to participate in all relevant publicity carried out by FirstGroup, without entitlement or fees.

Please tick here to consent to participating in all relevant publicity.

**Please return your completed form by e-mail to:
cscapplications@firstgroup.com:**

If you wish to submit your application by post please send the form to:

Arlene Craig
FirstGroup plc
395 King Street
Aberdeen
AB24 5RP

Application Notes

We are committed to making a real difference to the communities in which we operate by supporting a wide range of charitable causes and community organisations.

Our Charity and Sponsorship Committee comprises 12 staff members who are geographically spread across the UK to encompass all of our bus and rail operating areas. The committee creates an effective, transparent process within First at a Group level by considering and deciding upon requests for funding and gifts in kind based on our charitable criteria.

Charitable criteria

Our charitable criteria include:

- **Young People**
- **Health**
- **The Environment**

Applications which fall outside these charitable criteria will not be considered for funding.

Community Investment Exclusion Policy

We also have a Community Investment Exclusion Policy, which identifies types of initiatives and causes that we **do not fund**. These include:

- Political parties or bodies
- Promotion of religious beliefs
- Third-party giving organisations
- Projects funded from local or central government
- The Arts (unless the donation provides direct support to one of our criteria)
- Animal Welfare
- Research projects that are not directly associated with the needs of the business.

Please note the application form must be completed for all requests. A maximum of two additional A4 pages can be submitted in support of your application if required. No further documentation will be reviewed by the Committee.

Unfortunately we are unable to support all causes. Any decision made by First with regard to requests of funding and gifts in kind is final. First will not, under any circumstances, enter into any discussion with an applicant regarding any such decision