



# Charity and Sponsorship Committee Form

Before completing this form please refer to the Application Notes.

## Application Form

### 1. Your contact details

Name:	Email address:
Postal address:	
Daytime tel no:	Mobile no:
<b>Are you applying as one of the following?</b> <span style="float: right;">(Please tick appropriate box)</span>	
An individual employed by FirstGroup <input type="checkbox"/>	(Fill in boxes 2,3 and 7 to 18)
An individual <b>not</b> employed by FirstGroup <input type="checkbox"/>	(Fill in boxes 2,5 and 7 to 18)
A charity <input type="checkbox"/>	(Fill in boxes 4,5 and 6 to 18)
A third party organisation <input type="checkbox"/>	(Fill in boxes 4,5 and 6 to 18)

### 2. Individuals (FirstGroup employees and non employees)

Name of the charity/organisation you are supporting:	Registered charity number:
Website:	
Contact name at the charity or organisation:	Contact number at the charity or organisation:

### 3. FirstGroup employees

Please state your operating company and your position at FirstGroup:

### 4. Charities and community organisations

Name of charity/ organisation:			
If you are a branch of a larger organisation or umbrella body, please tell us which one:			
Your position:			
Registered charity number:	Date established:		
Website:	Total income of organisation:		
Number of staff:	Full time:	Part time:	Volunteers:

### 5. Letter of support

**External applications must be supported in the form of a letter from a FirstGroup employee.**

I enclose a letter of support  (please tick box)

Please state the connection to the FirstGroup employee:

## 6. Organisation activities

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

## 7. Background information

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"/>

## 8. What is your geographical area of operation?

Name of town, city or village:

County:

Is this a national campaign?

Yes

No

## 9. Previous Sponsorship or Charitable Giving

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

Yes

No

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

## 10. Request for funds

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?

11 Which specific geographical area(s) will benefit most from a donation?

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

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

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

15 How will you monitor the progress of your project?

**16 Please specify start and end dates and key milestones**

**17. Financial**

Amount requested from FirstGroup Charity Committee    £ \_\_\_\_\_ (please state exact amount)

Total cost of project?    £ \_\_\_\_\_

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

If your application is successful which charity/individual should cheques be made payable to?

18. Are you a FirstGroup customer?    Yes     No

If yes, please indicate which services you use:

Bus     Train     Both

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 the committee, you are giving your consent to participate in any publicity associated with your application . If you do **not** wish to participate, please tick here

## 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 staff 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 of these charitable criteria will not be considered for funding. 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.

**External applications must be supported in the form of a letter from a FirstGroup employee.** This applies to external individuals, charities and community organisations. External applications which fail to provide a supporting letter will not be considered for funding. Please also note the supporting letter must be submitted at the same time as the application.

### 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 return your completed form by e-mail to: [cscapplications@firstgroup.com](mailto:cscapplications@firstgroup.com)

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

Arlene Livingstone  
FirstGroup plc  
395 King Street  
Aberdeen  
AB24 5RP