

Completed forms should be submitted to Human Resources. Your request will be assessed, and you will be advised of the outcome as soon as practicably possible.

The Charitable Giving Policy is available on the intranet or from Human Resources.

Note: You may also need to complete a Third-Party Consent Form available on the intranet or from Human Resources.

Name: \_\_\_\_\_ Department/Site: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Requestor)

**Details of Charitable Organisation**

Name of Organisation: \_\_\_\_\_ Where are they based? \_\_\_\_\_

Charity Number/Sports Club Registration Number (if applicable): \_\_\_\_\_

What do they do? (tell us a bit about them):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of the Request** (are you requesting a monetary donation or something else? How will the donation be used? What value will it bring to the organisation receiving the donation? How will we receive updates?).

**Amount if monetary donation: £** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For HR Completion**

Request Accepted (circle as applicable) - **Yes** **No**

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Decision Communicated to Requestor: Date: \_\_\_\_\_

Copy to Finance for payment (if applicable): Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Doc No	Owner:	Authorised:	Location	Classification	Issue Date	Page
	HR	B Barr	Intranet/IMS/Forms	ASG	17.5.24	Page 1 of 1