

# Ulster Bank

## Staff Charity Fund (NI)

### Application form for a charity to request a donation

*Please complete this form and post or email to:*

Philip Parker,  
Ulster Bank Staff Charity Fund Officer,  
Ulster Bank Ltd,  
3rd Floor, Donegall Square East,  
Belfast, BT1 5UB  
[philip.parker@ulsterbank.com](mailto:philip.parker@ulsterbank.com)

Name of Charity:

Address:

Name of Contact:

Position:

Telephone:

Email (if applicable):

Registered Charity No.:

*(Must be available/completed for the request to be considered)*

Date Established:

Amount Requested: £

Audited / Certified Accounts enclosed\*: YES

NO

N/A

*(Must be received for your application to be considered)*

Previous Donation(s) - *(Give brief details of any previous donations received)*

Brief History of Charity

Summary of Activities

**Details of Project Breakdown for which Donation is requested**

*Please enclose itemised breakdown/estimate and, where appropriate, details of funds received to date.  
Please refer to guidance notes overleaf for eligibility criteria.*

**Any Further Information - (Please use this section to give us any additional information you believe is relevant)**

Signature:

Date:

Full Name:

Position in charity:

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**✱Ulster Bank**

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## Guidance

**Please note: The following is intended as a guide only, and does not guarantee or otherwise imply funding will be provided.**

**The following guidance should be considered when submitting a request for consideration.**

This is the Ulster Bank Staff Charity Fund (NI), and contributions are received from the staff members directly via payroll (ie not funded by the Bank itself) - therefore funds are finite.

#### **On a general level:**

- 1) Our ethos is to support cross community ventures.
- 2) We do not fund the same charity on an annual basis - we will accept applications after two full years have elapsed since a previous donation, but no guarantee of funds being granted.
- 3) We can only fund a registered charity, with a charity number
- 4) We will require a copy (or sight of) the organisations most recent financial accounts. This can be e-mailed if available electronically, or if it is available on your organisation website please indicate this on your application.

#### **Funding is normally only considered for:**

- projects / items of a capital expenditure nature. For example, if you were running a conference you might require funds for guest speakers, accommodation, travel costs and perhaps flipcharts / pens. Of these, only the purchase (not rental) of flip charts / pens would be eligible, and only if we could see an ongoing benefit.
- We do not support 'running costs', wages, consultancy fees or recurring admin expenditure.

With regards the outcome, you will receive an approval for a grant, a pledge towards fundraising or we will decline the request.

With an approval, this may be for the full amount of the request, or an alternative amount deemed acceptable by the Distribution Committee. This may be for example where the total requests received exceed the funds available for distribution. Our cheque for the approved amount will normally accompany the advice letter.

With a pledge, you will receive a confirmation that we will provide a level of funding, the amount of which will be advised in the letter, but the cheque will only be released to you once you can confirm the balance of fundraising has been achieved. You simply write to us to confirm how and when this has been achieved and we will release the cheque.

With a decline, either because the request is deemed ineligible or for another reason as determined by the Distribution Committee, you will be advised that the request has not been supported. There is no appeal process, unless the application or purpose itself can be changed, and you remain able to submit further requests.

The Committee meets on a quarterly basis, depending on applications in February, May, August and November.

Please submit your application no later than 10 days in advance to allow time to be included in the submissions being considered.

Requests can be accepted via e-mail if required.

**Philip Parker**  
**Staff Charity Officer**  
**Tel: 02890 276063**  
**[philip.parker@ulsterbank.com](mailto:philip.parker@ulsterbank.com)**

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