



# Unum UK Charitable Donations Committee - Guidelines

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One way in which Unum helps support our communities is through our corporate giving programme. Our charitable contributions are provided to the communities in which we are located by Unum's Charitable Donations Committee.

## Our focus:

Unum seeks to partner with charitable organisations that primarily target three areas:

- **Education**
- **Health & Wellbeing (including Disability)**
- **Arts, Culture & Sport**

## The application process:

Requests are considered 4 times per year by Unum's Charitable Donations Committee. Proposals must be submitted in writing to **Susan Sanderson, Corporate Social Responsibility Manager**, on the attached application form and must include the following:

- A cover letter on your organisation's letterhead describing the purpose of the contribution and who will benefit from the requested funding.
- A proposal that includes the amount of the request (up to £10,000) with a clear breakdown of how these funds will be allocated.
- The organisation's operating budget for the current year. If the request is for a specific programme or event, include the programme/event budget as well.
- The organisation's most up-to-date year-end financial statements.

Only one request per charitable organisation will be considered during a 12 month period. Many of our employees volunteer and/or participate on boards, and special consideration is given to these organisations to recognise our employees' commitments.

***All charitable organisations must be registered with the UK Charity Commission, have submitted to the Charity Commission up-to-date annual accounts and report, and have no political or religious affiliation. They must also be aligned with at least one of our 3 pillars of giving outlined above (Education; Health & Wellbeing; Arts, Culture & Sport).***

***Where possible, please provide funding details for specific projects, equipment or events and indicate any planned fundraising/other financial support associated with this application.***

***Unum does not provide charitable donations for administrative, staffing, other general running costs or medical research.***

# Application for Unum UK Charitable Donations Committee

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*To be completed by the charitable organisation making the request for a charitable donation/sponsorship*

Name of registered charitable organisation:

Registered charity number:

Your name, job title & contact details *(please specify if you have been referred by a Unum employee and their name and role supporting your charity):*

Charity registered address:

Web address (please also include Facebook and Twitter links if applicable):

Please provide a brief description of the charity and its background:

Donation amount requested\*:

*\*Please note that whilst we can accept donation requests up to a maximum of £10,000 your application is likely to be more successful if you specify exact funding requirements and the project/equipment the donation will support.*

**Title of project/event/activity that Unum’s charitable donation will support:**

*Alternatively please attach a ‘wish list’ of specific items (and costings) that your charity requires financial assistance to purchase:*

**Unum’s CSR pillars that donation request meets (select all that apply):**

Education                            Health & Wellbeing                            Arts, Culture & Sport     

**Please detail in the box below your reasons for making this request for a charitable donation – provide as much information as possible and use additional space/attach supporting information if required. Please include a breakdown of any project/equipment costs and indicate any planned fundraising associated with this application.**

Signature:

Date:

***Please return this completed form and any supporting documents via email to:***

***Susan Sanderson, CSR Manager - [susan.sanderson@unum.co.uk](mailto:susan.sanderson@unum.co.uk)***