

## **Community Grants Programme Criteria**

### **1. About the Thomas Cook Children's Charity**

Thomas Cook Children's Charity is committed to improving children's lives and benefiting the communities in which they live.

Since 2009 when the Children's Charity was established, more than £7.5 million has been raised and donated to young people, or organisations working with young people.

Income for the Children's Charity is generated through customer donations and fundraising initiatives run by Thomas Cook employees across the UK & Ireland.

### **2. What is a Community Grant**

A Community Grant is an award to a charitable project or individual via the application process. Community grants may be awarded to registered charities, schools and other recognisable and accountable community causes for projects related to improving children's lives.

The project must provide a clear benefit for young people up to the age of 18 and awards for Community Grants are subject to approval by the charity's Community Steering Committee. The Community Steering Committee comprises of colleagues from across the Thomas Cook business. Some projects may be referred by the Community Steering Committee to the Board of Trustees for the Thomas Cook Children's Charity for approval.

### **3. How to apply for a Community Grant**

If you think your funding request may be eligible for an award from the Community Grant fund, please complete the form available on our website [www.thomascookchildrenscharity.com](http://www.thomascookchildrenscharity.com) under the Community Grants tab. Please note that we now only accept applications via this portal and unfortunately are no longer able to accept any paper or email applications.

If you have any questions when filling this in then please contact us at the following address: [thomascook.childrenscharity@thomascook.com](mailto:thomascook.childrenscharity@thomascook.com)

### **4. How much you can apply for**

The Thomas Cook Children's Charity aims to support a wide variety of projects and individuals which will deliver direct benefits to children and young people. You are advised to request the amount you need and include a clear budget breakdown so that if the Children's Charity is unable to meet your full request, it may consider a partial award.

If your application is successful, you will not be eligible to reapply within 2 years of the date the application was received.

## **5. Deadline for submitting an application**

The Community Grants Committee meets on a monthly basis. In order for your application to be considered during the months meeting please ensure that it is submitted online by 1<sup>st</sup> of the month. Any applications received after this deadline will be referred to the following meeting. On occasions due to the volume of applications received we may roll your application over to the following month for its initial consideration by the steering committee.

## **6. Projects and organisations that are excluded from funding**

Thomas Cook Children's Charity are unable to support the following:

- We do not accept applications from organisations if you have applied, successfully or unsuccessful in the last 2 years
- We do not fund salary costs
- We do not fund travel costs (including individual expedition costs)
- We do not fund research projects or individual medical treatment costs (in the UK or overseas)
- Projects have to primarily support children and young people up to the age of 18 years in the UK
- Thomas Cook Children's Charity will not support organisations promoting religious and / or political beliefs
- The charity will not fund the purchase of land or buildings

## **7. Publicity requirements**

The Thomas Cook Children's Charity will work with you to celebrate projects being undertaken with the charity's funds. Press coverage and social media content gains welcome exposure for our 'grantees' and for the Children's Charity.

In all cases please note that the grant should be recognised as from Thomas Cook Children's Charity (not Thomas Cook). We will be in touch about when is the best time for us to celebrate the project and welcome updates throughout your project term and beyond.

## Q&A

**1. If there is no Thomas Cook office/store or Cooperative Travel store near our project, can we still apply?**

Yes. We only ask this question in the application process so that we can encourage local colleagues to join us on a project visit where possible.

**2. What do I do if I have a question about your grant process?**

Please send us an email and the team will do their best to get back to you as soon as possible.

**3. What kind of evidence will I need to provide once the project is completed?**

You will be required to complete our grant report form that gives us a summary of how the project went and what was achieved. You will also be asked to provide evidence of expenditure.

**4. When will the grant report form need to be completed?**

We will require you to complete and send it back to us within 60 days of the end of the project term.

**5. When will I hear if my grant was successful?**

You will usually hear the outcome of your grant application within 60 days of applying. However, on occasions due to volume of applications we may roll your application over to the following months steering committee meeting.

This roll over can happen up to a maximum of 3 times before the committee will make a final call on if the application has been successful or not. This will therefore mean that it can sometimes take up to 6 months before you will hear an outcome. Where possible we will try to avoid this happening and will do our best to keep you updated where possible. If you want to check on the status of your application then you can do so by logging onto the portal.