

Payroll Giving Quality Mark and Awards Application Form

Please complete and return to: **Payroll Giving Centre**, PO Box 52709, London, EC3P 3WX

Name of organisation		
Address of organisation		
	Postcode	
Name of Payroll Giving Agency		
Number of sites/branches (see Notes)		
Number of employees in organisation (including those working part-time)		
Phone number		
Contact	Title	First name
	Surname	
Job title		
Please feel free to contact me:		
By e-mail		
By phone		

In completing these you are giving us your permission to contact you about this particular product or service.

Industry sector (please tick appropriate box)

<input type="checkbox"/>	Agriculture, hunting or forestry	<input type="checkbox"/>	Property sale or rent and business activities
<input type="checkbox"/>	Fishing	<input type="checkbox"/>	Financial intermediation (banking, leasing etc)
<input type="checkbox"/>	Mining, quarrying	<input type="checkbox"/>	Public administration and defence
<input type="checkbox"/>	Electricity, gas and water supply	<input type="checkbox"/>	Pharmaceutical
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Education
<input type="checkbox"/>	Motor trade	<input type="checkbox"/>	Non-profit/charity sector
<input type="checkbox"/>	Transport, storage and communication	<input type="checkbox"/>	Health and social work
<input type="checkbox"/>	Hotels and restaurants		
<input type="checkbox"/>	Manufacturing – please specify		
<input type="checkbox"/>	Wholesale, retail & distribution – please specify		
<input type="checkbox"/>	Other – please specify		

When did you set up your Payroll Giving scheme?

How many employees donate through your scheme?

Please tick the relevant box to indicate the Quality Mark and, if relevant, the Award appropriate to the take-up level (% of employees participation) within your organisation.

The Payroll Giving Quality Mark – less than 1% take-up

Bronze Award – between 1% and 4% take-up

Silver Award – between 5% and 9% take-up

Gold Award – 10% or more take-up plus one of the three following criteria:

- | | | |
|---|---|--------|
| a | Do you pay the PGA* administration charge? | Yes/No |
| b | Do you donate any matched funding? | Yes/No |
| c | Have you carried out an active promotion** this year? | Yes/No |

* Payroll Giving Agency

** See Notes section at end of form for list of what constitutes an Active Promotion.

Who promotes Payroll Giving within your organisation?

<input type="checkbox"/>	A member of staff – please specify what position that person holds	<input type="text"/>
<input type="checkbox"/>	A Professional Fundraising Organisation – please specify which	<input type="text"/>
<input type="checkbox"/>	A charity representative – please specify	<input type="text"/>
<input type="checkbox"/>	A volunteer	<input type="text"/>
<input type="checkbox"/>	A retired member of staff	<input type="text"/>
<input type="checkbox"/>	Other – please specify	<input type="text"/>

How will you promote the scheme to your employees? (please tick all the methods you will use)

<input type="checkbox"/>	Presentations or talks with employees	<input type="checkbox"/>	Posters on noticeboards
<input type="checkbox"/>	Leaflets and desk-drops	<input type="checkbox"/>	Through induction materials
<input type="checkbox"/>	Use of intranet	<input type="checkbox"/>	Insert into pay packet
<input type="checkbox"/>	In-house magazine		
<input type="checkbox"/>	Other – please specify	<input type="text"/>	

How often do you promote the scheme to employees?

Which of the following promotion tools would be helpful to you?

<input type="checkbox"/>	A toolkit giving case studies and examples of effective promotions
<input type="checkbox"/>	Sample literature for you to use on your notice board, posters, leaflets etc
<input type="checkbox"/>	Information to include in your induction packs
<input type="checkbox"/>	Contact with your Payroll Giving Agency to discuss options
<input type="checkbox"/>	Contact with a Professional Fundraising Organisation to discuss options
<input type="checkbox"/>	Contact with a local charity or charity consortia to discuss options

Notes

Once this form has been completed and returned to us we will contact your Payroll Giving Agency, your Payroll Giving Quality Mark and/or Award will be issued accordingly by your PGA. The information you provide on this form will only be used in respect of the Payroll Giving Quality Mark and Awards scheme by The Institute of Fundraising.

If you are applying in respect of more than one organisation please complete a separate form for each. You should also supply a list of all your branches, and the relevant trading titles. Should you be eligible for an Award the information provided by you will be re-assessed each year to determine whether your take-up level has varied, this will determine the appropriate Award for you in the following year.

The allocation of a Gold Award is at the discretion of your PGA.

An active promotion needs to involve at least three of the following communication tools:

- presentations or talks with employees
- leaflets and desk drops
- use of intranet
- posters on noticeboards
- in-house magazine
- through induction materials
- insert into pay packet

Signed:	Please print name:
Position:	Date:

For Office use only:	ID number of employer:
Quality Award allocated:	Date:
Award: Bronze/Silver/Gold allocated:	

Your opinions matter to us

- From time to time the Payroll Giving Centre would like to get in touch and seek your opinions on the Quality Mark and Awards scheme and progressive options for the future please tick this box if you are willing to participate in such a project