

# TRANSFORM IT!



**DHL UK  
FOUNDATION**  
Delivering a better future

## FAQs



### Delivering a Better future: Transform it!

#### 1. What are the aims of the programme?

Transform It! grants of up to £10,000 are available to make physical improvements to community facilities, aiming to change the lives of disadvantaged children and young people. Funded projects will provide DHL employee-volunteering opportunities in both the construction phase and long term and be highly visible within the local community.

#### 2. Do I qualify?

To apply you must be a DHL employee and be working with a voluntary organisation.

#### 3. Does my project qualify?

**If you are a DHL employee working with an organisation your project must:**

- benefit children and young people
- create a physical improvement to your local environment or a local community building
- provide volunteering opportunities for DHL staff to help with the project or other activities
- require funding from Transform It! of up to £10,000 with the entire amount to be spent on capital items

#### 4. What is a voluntary organisation?

A not for profit organisation, which could be a:

- registered charity
- community interest company
- community amateur sports club
- parent teacher association of a school
- a local community association with a written constitution

The organisation may be run fully or partly by volunteers, although it can have some paid staff. Transform It! will **not** fund projects working with profit making organisations.

#### 5. What is eligible for funding?

Transform It! helps with physical improvements to local communities. Transform It! funding is only for the purchase, building or obtaining of long-term fixed assets. Projects which have benefitted from Transform It! funding include:

- refurbishment of kitchen facilities in a youth centre
- purchasing and installing playground equipment in a school for disabled children
- creating an orchard and vegetable garden for school pupils and local community groups

#### 6. What is not eligible for funding?

Transform It! does not fund revenue costs. The following are examples of items which the programme would not fund:

- books
- cutlery
- day-to-day running costs
- energy bills
- general maintenance projects
- postage
- salaries

Transform It! grants are **not** designed for situations where there is a statutory responsibility to carry out such repairs. For example, you would not receive a grant to repair a damaged playground surface – if it is unsafe the repair is the responsibility of the local authority. However, you could apply to install more engaging play equipment for example. If you are not

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sure whether your project qualifies or not, please email [gohelpuk@dhl.com](mailto:gohelpuk@dhl.com).

### **8. I have applied for other funding will this stop me from being eligible?**

If you have managed to secure funding from other sources this will not stop your application from being awarded Transform It! funding.

### **9. Do the volunteers have to come from a DHL site close to the project?**

We would prefer that the majority of volunteers supporting the project were based at a site close to the project to enable an on-going relationship. However, we will consider applications with a geographical spread of volunteers if an application demonstrates strongly how an ongoing relationship will be maintained.

### **10. Does my voluntary organisation need to have a constitution?**

If your voluntary organisation is not a registered charity then we require that a constitution is in place. A constitution is a legal document that outlines the name, purpose, authority, relationships and financial structure of an organisation or group. The constitution defines the rules and principles by which an organisation or group is governed. If your Expression of Interest is successful, you will be required to submit a copy of the partnership organisation's constitution.

### **11. Does planning permission need to have been awarded before I can submit a full application?**

Planning permission needs to be in place before your application can be considered by the Steering Group. If you are unsure if planning permission is needed please check with your local authority planning department who can advise you.

### **12. What happens if my Expression of Interest is eligible? Does that mean I will get a grant?**

If your EOI is eligible you will be asked to submit a full application with further details of your project, how the grant will be spent, who will benefit and what volunteering opportunities the project will provide. A successful EOI does not guarantee that your project will receive funding.

### **13. Why do you need the signatures of my line manager and general manager?**

The EOI will need to be signed by both your line manager and the site/general manager, to state that they are aware of and support the application and if successful they will support employees' involvement as per DHL's volunteering/other leave policy.

### **14. What do I do if my line Manager and general/site manager is the same person?**

This is acceptable; please ensure that both parts of the application are completed.

### **15. How do you assess applications?**

All applications received will be assessed the Foundation to look at how well they meet the criteria of Transform It! A report on each application will be submitted to the Transform It! Steering group who will make the final decision on which applications will be funded.

The steering group will consider how well each project meets the criteria to assess which project is most viable and offers the most positive outcomes. The application stage of the process is competitive – it is therefore important that you complete the application form as thoroughly and as clearly as possible.

### **16. When should I apply?**

If your Expression of Interest is successful, you will be informed that you can complete a full application form. You will then be expected to submit a full

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application form within eight weeks. It is important that you begin working on completing the full application form and obtaining the necessary documentation as soon as possible. An application to Transform It! can be made throughout the year, with the steering group meeting quarterly to consider applications.

### **17. What happens if my full application is successful?**

After the steering group meeting, you will receive a grant offer letter, along with terms and conditions of grant, which will need to be returned within 14 days. You will be required to submit a basic project plan and will be offered support with this. Upon project approval, grant agreement forms will need to be signed by the DHL employee and the voluntary organisation.

### **18. What happens if the Transform It! budget is fully allocated?**

If all the budget has been spent and we have applications for projects which meet our criteria, we may consider making a request to the trustees to allocate additional funding to Transform It! or hold the application over until the following quarter.

### **19. How will the money be paid?**

Funding will be paid to the voluntary organisation by the Foundation. The payment schedule will be determined upon grant acceptance.

### **20. How will you follow up successful grants?**

All projects will be expected to provide a project plan within five weeks of approval and an end of grant report once the project is complete. DHL UK Foundation will plan to visit all completed projects.

### **21. If my first application is not successful, can I apply again?**

Yes, you may make a further application at any time.

If we think that your application could succeed with a few changes, we will let you know.

### **22. Can I apply for more than one project in a year?**

If you are awarded a grant for a project, you may not apply for a grant for a further project during that year.

### **23. Where should I send my form?**

Your completed form and supporting evidence should be returned to the DHL UK Foundation, Ocean House, The Ring, Bracknell, Berkshire. RG12 1AN

### **24. What if I need more help?**

If you require advice or guidance on your eligibility or the completion of this form please email [gohelpuk@dhl.com](mailto:gohelpuk@dhl.com)

### **25. Can I apply for Match It! or Living Responsibility funding after my project is completed?**

If you are successful in obtaining Transform It! funding, you will not be eligible to apply to Match It! in relation to this project, for a further twelve months. After this, you will be able to apply to have volunteering or fundraising related to the project matched in the normal way under the rules of the scheme which are in force at the time you apply.

Living Responsibility is a funding scheme operated by DP DHL to recognise volunteering activity undertaken by employees. You should be able to apply for up to €4,000 depending on the number of hours invested into the programme. This is not a DHL UK Foundation programme, so you will need to check the current criteria through MyNet.

### **26. What other activities are currently being undertaken in the community by DHL employees?**

There is a lot of excellent work being undertaken

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with schools and other charities or voluntary sector organisations, for example through Trucks and Child Safety (TACS) many employees carry out road safety training in schools for 7-11 year olds. Please call our helpline on 01285 841914 or email [dhlukfoundation@thetrustpartnership.com](mailto:dhlukfoundation@thetrustpartnership.com)

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**[www.dhlukfoundation.org](http://www.dhlukfoundation.org)**

**Transform It! email: [gohelpuk@dhl.com](mailto:gohelpuk@dhl.com)**

**Note:** There are many ways of judging whether a young person is disadvantaged or not. It could be that that they face challenging problems such as physical or mental disability or they lack money or economic support to reach their full potential.