

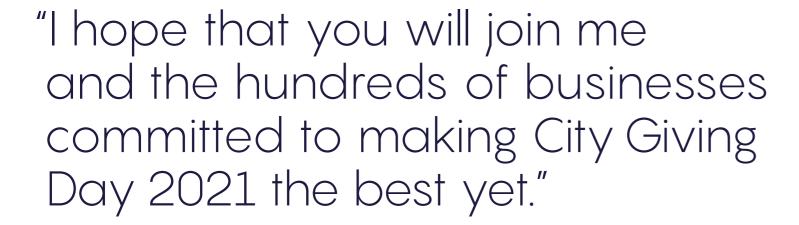






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The Lord Mayor's Appeal focuses on four key pillars, aiming to create a City that is Inclusive, Healthy, Skilled and Fair.

Under the fair pillar, City Giving Day is a simple but impactful initiative that enables City companies and employees to celebrate and showcase their philanthropic and volunteering achievements.

Despite last year's challenges, City Giving Day 2020 was a huge success. Many participants adapted their plans to make their events more inclusive than ever before, engaging colleagues not only in the City, but nationally and internationally as well.

This year, I hope to see even more organisations and businesses getting involved, demonstrating the transformational impact that businesses and employees can have on local communities and charities.

Please join me and the hundreds of businesses already committed to creating 'A Better City for All', making City Giving Day 2021 the best yet!

holl linus

Alderman William Russell

The Rt Hon The Lord Mayor of the City of London















# Your business

City Giving Day is a simple initiative that is good for your business, good for your people, and good for the City and your local community.

Whether you're a small business or a large corporation, City Giving Day is a chance to engage with your employees, recruit volunteers, raise funds for charity, showcase your charity partners and charitable giving, and most importantly, have some fun!

- People want to work for, and stay longer at, a company that has a strong sense of corporate and social responsibility.
- Involve and engage with employees company-wide
- Be part of a collective and growing movement showing how you are making a difference to society.
- Launch new projects or focus on the charity and community work you are already doing.
- Help change the narrative of how the City and business is perceived.
- · Use City Giving Day as a focal point for your CSR activity.

# Your people

- Provide a platform to promote, educate, or celebrate what you do with your colleagues.
- Provide an opportunity to increase employee engagement in your charitable and volunteering activities.
- Make your colleagues feel proud of the difference they and their company make.

# Your city & community

- · Increase understanding and awareness of the communities and people your company impacts and the issues they face.
- · Allow you to strengthen your partnerships with the charities and communities you support.













"Bank of China is very proud to be an active supporter of the City Giving Day from the very beginning, and to help spread its spirit to as many people as possible, and to wide areas outside London."

### Bank of China hosts virtual Town Hall to celebrate City Giving Day

On 22nd September, Bank of China hosted a virtual Town Hall to celebrate the Bank's commitment to the Lord Mayor's Appeal's City Giving Day. Besides being an annual charitable celebration, the day offered the Bank an opportunity to connect with local communities and unite all its staff.

Despite the pandemic, we marked our sixth consecutive participation in City Giving Day by staging a virtual Town Hall and setting some new records. Over 300 staff, including from our branches in Manchester, Birmingham, Glasgow, Edinburgh and Dublin, attended. Staff shared stories, there were talent performances and a charity auction was held. Collectively staff raised an outstanding £14,000 demonstrating the Bank's strong commitment to those in need.

The event included short speeches. Mr. Fang, the General Manager and CEO, spoke of deepening connections in the City, the Lord Mayor noted the bank's long-standing commitment to charity work and generous donation of PPE, and Place 2Be, the Lord Mayor's Appeal charity partner provided an overview to complete an outstanding day.

Bank of China is very proud to be an active supporter of the City Giving Day from the very beginning, and to help spread its spirit to as many people as possible, and to wide areas outside London. We are also truly grateful that City Giving Day has offered us such an excellent platform to do charity work, as well as a great opportunity to bring our staff together as a team and build cohesion.













## Make a donation

Making a donation to The Lord Mayor's Appeal is not compulsory. We understand that organisations have their own chosen charity that they wish to fundraise for and we support your endeavours to raise money for them. However, as a charity ourselves, we would welcome a small donation to The Lord Mayor's Appeal.

Funds raised through The Lord Mayor's Appeal will be used to support projects with our charity partners (Place2Be, OnSide Youth Zones, Samaritans, and The Duke of Edinburgh's Award).

Our suggested donation to The Lord Mayor's Appeal is £1.50 to £3.00 per UK-based employee. Alternatively, if you are fundraising on City Giving Day, you could split the funds raised between The Lord Mayor's Appeal and your own chosen charity/charities.

## As a supporter of The Lord Mayor's Appeal, you will have the opportunity:

- of coverage in City A.M.
- of a visit by the Lord Mayor, Lady Mayoress or one of the Sheriffs or Aldermen on City Giving Day.
- of a cheque presentation photo with the Lord Mayor at the Thank You Reception.

Even in such a challenging year, it was great to see businesses come together in a great cause, showing what a fantastic community, and force for good, the City of London can be.





In 2020 an estimated £300,000+ was raised for charities and good causes.

#### Susanna Winter

Corporate Social Responsibility Manager Baker McKenzie **HOW TO TAKE PART** 

City Giving Day | 2021 | 8









# Promote & celebrate

City Giving day is the perfect opportunity to demonstrate the support you provide to charities and good causes throughout the year.

#### Here are some ideas to get you started:

- Launch a new community or CSR initiative
- Hold a charity fair showcasing the work of your charity partners
- Hold awards/recognition ceremonies for the impact that employees had on their communities
- The #GoRed campaign provides a focus for City Giving Day; making it more visible and showing that we are all united behind a common cause.
- Many of the organisations who take part in City Giving Day encourage their staff to wear something red or organise red-themed events.

## **Fundraise**

Engage your colleagues and raise money for a good cause - this can be to support a charity of your choice and/or The Lord Mayor's Appeal.

Ideas to raise money





City Giving Day is a great way to offer your time and volunteer for a cause. There are many ways you can get your employees involved in volunteering:

- Hold a volunteer recruitment drive
- Run a community-based workshop
- Run a mentoring event Collect food for foodbanks

#### **Useful Organisations**

There are a number of organisations that can help with corporate volunteering projects, including:

CAF Do It Timebank Benefacto City Action ELBA

Gift Aid allows UK charities to claim back the









# Get involved in one of our events

On the day, we organise a series of our own Lord Mayor's Appeal events, including:

**Tour de City** 

Tour de Wharf

City Walk

**Treasure Hunt** 

**Quiz Night** 



72% of participating organisations said it helped promote and celebrate charitable activity.

# Key dates

### Virtual Engagement Event

An opportunity to learn what other companies are planning this year and how you will be supported in the build up to City Giving Day 2021.

### Virtual Engagement Event

Another opportunity to hear what others are planning and to share ideas.

#### Countdown Event

Your final opportunity to hear from some of the other companies taking part this year and leave with top tips and a checklist to help you make the most of your City Giving Day

## City Giving Day

#### Thank You Reception

Our opportunity to say thank you to this year's participants and to celebrate the great things you have achieved.





# Online & offline activities

This year we are going to be both online and offline, enabling more businesses, organisations and individuals to take part in a way that feels safe to them.

We've come up with some great ideas for online activities and events that will engage you and your colleagues, at the same time as supporting others, and raising money.

If you have any other great ideas, do let us know, by tagging us on social media, or emailing cgd@thelordmayorsappeal.org #CGD #GoRed #City Giving Day

#### Host a talent show

What hidden talents do you and your colleagues have?

Charge for a ticket and gather round to be entertained.

#### Offer your services to local organisations

Maybe a charity needs some bookkeeping, or a school could do with some marketing support. Can you and your colleagues offer your skills and time?

### Host a yoga or fitness class

Encourage your colleagues to get active with a online fitness class.

### Wine tasting evening

Invite a local wine merchant to suggest a range of wines and charge people to attend the tasting.

#### Karaoke

Impress your colleagues with your singing ability - try out your favourite tunes, rock songs and ballads. Pay per song.

### Hold a Scavenger hunt

Come up with a list of things that people have to find around their own homes / offices.

#### Bake-a-long

Pick a recipe, gather the ingredients, and all join in and bake at the same time.

### Bake off

This one will be judged on appearance alone, but who can bake the best looking cake?

### **Auction of promises**

Ask colleagues to offer up a skill or service, and then bid on what you want.



#### Physical challenges

How many press ups/sit ups/etc can you do in an hour or throughout the day?

### Challenge your CEO

To do something - what would you love to see them do?

Pie someone

And stream it across your internal communications channels.

#### Decorate your room red

And then share the photos with us on social media using #CGD #GoRed

Learn a dance routine

times you can repeat

and see how many

Shake it off

### Shave your hair or beard

Lockdown grooming left your hair lengthier than usual? Why not get sponsored to shave it off?

### Host a creative competition

Set a theme and see what poetry, art, craft or performance people can come up with.

#### Running challenge

Compete in teams or as individuals to see who can run the equivalent of the Square Mile fastest.

#### Go red

With your colleagues for the day and make a donation. You could have a fancy dress or best dressed competition.

Set up a gaming tournament with

who can make it through the

## Sports day

it in an hour.

Set up events and activities in the garden and compete virtually.

### Rave up

Host a pre-work, alcohol-free rave to get the blood pumping for a day at your desk. Pay to join in or raise money for non-stop dancing.

#### All day challenges

Get sponsored to do an activity for a whole day... Play a board game for 12 hours straight; dust off that 1000-piece jigsaw puzzle; spend the day dancing for charity; do a sponsored silence; or try a sponsored readathon.

#### Escape the room

15

Make your way through the virtual escape rooms, solving puzzles to escape.

Fastest team wins!

Save money

Donate the cost

of your commute,

coffee, lunch or any

other daily savings

from not working at

the office.

#### your colleagues online, who'll be the ultimate champion? Or see

levels fastest.

Game for the win

#### Quiz for a cause

Get people together online, host a virtual quiz and set up a fundraising page where people can donate to enter.

#### Volunteer your time

There are heaps of ways you can help others, right from the comfort of your home!

#### Don't forget to share photos and use the hashtags #CGD #GoRed #City Giving Day

We can't wait to see what you get up to!



HOW TO TAKE PART







Once you have registered to take part in City Giving Day, you will be able to benefit from a range of resources and support.

## Resources

- Regular newsletters key dates, top tips and sharing what others are doing.
- Invites to a series of information breakfasts hosted by the Lord Mayor.
- A dedicated support line and email address.
- Website with top tips and downloadable materials.
- Opportunity to link up with other companies for collaboration or advice.

# Templates

- An internal communications template that can be used on your intranet, emails or newsletters
- A downloadable City Giving Day poster to help raise awareness in your office.
- A downloadable template for submitting your stories for PR.
- Our downloadable City Giving Day logo and artwork that can be used for your own personal branding.
- Downloadable 'Proud to...' posters.

# Materials pack

All companies that register for City Giving Day will receive a participants' materials pack which includes:

25 x branded balloons

City Giving Day 2021 12

1 x proud to support certificate

Companies willing to cover costs can also order pop up banners, t-shirts and selfie frames.





## **SKANSKA**

"Our leadership team are fully supportive of City Giving Day and always put a team together for a City Giving Day activity."

We have a Lend a Hand day programme which gives all staff at least one day to volunteer each year. We now hold a Lend a Hand week in September to coincide with City Giving Day.

This helps us to harness our Lend a hand day volunteering power and combine resource to bring even more benefit to local communities.

City Giving Day gives us a variety of opportunities for people to use their volunteering tidying up a local school play area, planting day. Alongside the activities we arrange ourselves this means that there is something for everyone to get involved with.

More of our activities were held online and the treasure hunt, walks and quiz night were popular and made for some good friendly rivalry between teams. Luckily we were also able to hold some socially distanced in-person events too which was crucial at this time of working in isolation.

Our leadership team are fully supportive of City Giving Day and always put a team together for a City Giving Day activity. We also got our clients involved as part of the project community investment plans.

Lend a hand week covers all of our projects so everyone gets involved. Our projects outside of London were involved in the City Giving Day treasure hunt and guiz and also had the opportunity to do some in-person volunteering; wildflower seeds, making a mud kitchen for a local nursery garden and litter picking.

£2,435



In 2020, the Skanska "Lend a Hand Week" has raised £2,435 for charity.





2021 14





# Frequently asked questions

## Do we have to register to take part?

Yes. By letting us know you are taking part we can support you with your activities and include you on our roll of honour and other PR activities - joining you up with the rest of the City so that together we can create a much bigger impact.

## My company isn't in the Square Mile, can we still take part?

Absolutely! We recognise there are many businesses outside of the Square Mile doing a lot of good for their communities and we are happy to share that story. All you need to do is register online.

## Can I collaborate with another company on the day?

Yes, the day is all about uniting the City and we would encourage businesses to join up to celebrate the good they do. We already know of some companies who are organising this between themselves.

## How do we make a donation?

Donations can be made by cheque, BACS or credit card - for more details visit:

thelordmayorsappeal.org/donate



## Can the Lord Mayor come to visit our office?

The Lord Mayor would love to visit every business taking part, but there are not enough hours in the day! If you register before 30 June you will be entered into a draw to win a visit from the Lord Mayor, Lady Mayoress, Sheriffs or Aldermen. You will be informed by the end of August if you have been selected for a visit.

## Do we have to fundraise for The Lord Mayor's Appeal?

No, however, as a charity ourselves, we would welcome a small donation to The Lord Mayor's Appeal.

If you have any further questions please contact the City Giving Day team at cgd@thelordmayorsappeal.org or 020 7332 3177

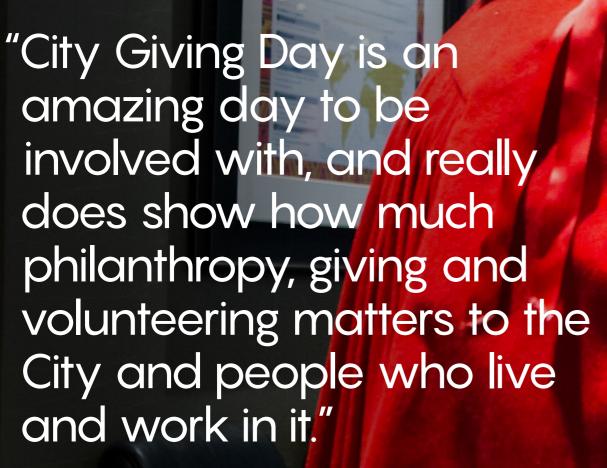












**Hind Naciri** 

Senior Sustainability Manager Standard Chartered Bank





52% of activity took place in the City



#### For EY, City Giving Day is a day of celebration!

It's about celebrating our commitment to Corporate Sustainability efforts, involving our people across the UK firm, raising awareness about important topics and raising funds for great causes. It's one of the ways we are proud to bring our Purpose of Building a Better Working World to life.

This year, we were delighted to launch our very own EY Giving Day in the UK. This included an inaugural EY Giving Day radio show — where listeners tuned in to hear their favourite songs in exchange for donations to our supporting charities

EY's UK Financial Services Managing Partner, Omar Ali, was joined by special guests The Lord Mayor and Lady Mayoress of the City of London. Guest speakers also shared insights into next year, we would suggest planning early, important topics such as Mental Health, D&I and Sustainable Finance.

This year, we were proud to support 10 charities focussed on supporting those who have suffered the most during the pandemic (such as Refuge, Launchpad and Compliments Of The House) and the racial inequality movements, as well as The Lord Mayor's Appeal. Workshops were also held with participants on our EY Foundation programmes—our independent charity aimed at supporting young people from disadvantaged socio-economic backgrounds and with social entrepreneurs.

We extended our activity, through a six-week challenge, aimed at encouraging our people across the UK firm to come together and be a force for social good through random acts of kindness, charitable activity, corporate sustainability or community care.

For other organisations looking to get involved thinking outside the box and having a lot of fun along the way!







### IN PARTNERSHIP WITH

## CITYA.M.

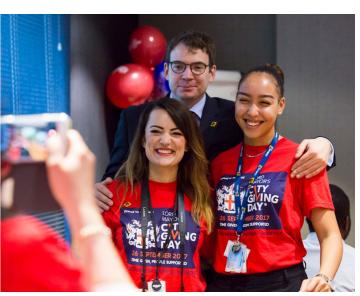
In the lead up to City Giving Day, City A.M. will cover some of the best stories of City philanthropy and volunteering, sharing the great activities that companies are planning.

We will also share your stories on our website, through The Lord Mayor's Appeal social media channels, and seek out opportunities across the media.

@LMAppeal #CGD #GoRed



Don't forget to tag:











# Join the 465 companies that took part in City Giving Day 2020

Add your company to the list: Contact us

A RECORD YEAR

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The Worshipful Company of Saddlers

The Worshipful Company of Spectacle Makers

The Worshipful Company of Tallow Chandlers

The Worshipful Company of Water Conservators

The Worshipful Company of Tin Plate Workers alias Wire Workers

The Worshipful Company of Tax Advisers

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Add your company to the list: Contact us









# We aim to find solutions to the most pressing societal issues in London and beyond.

For City employees, residents, their families and friends and those who live and work in our neighbouring communities. We aim to find solutions to the most pressing societal issues in London and beyond.

Our strategy works on four key pillars, to create a City that is Inclusive, Healthy, Skilled & Fair.

#### **Our Initiatives**



























