



## GIVING SOMETHING BACK GUIDELINES:

# Match Funding Guidelines (for all employees)

**The following criteria gives details of the way in which the business will match fund the money you raise for your chosen charity. This list is not exhaustive and is to help you get involved, rather put you off, so please join in the fun and support your chosen charity.**

1. Bibby Line Group will match fund up to a maximum of 500GBP per event.
2. There is a match funding limit of 1,000GBP per employee per calendar year. Events from the previous year processed in the current year, will apply to the current years match fund limit, unless there is a delay in the banking process. We have a January 31st deadline in the current year if you wish to claim for the previous year.
3. All monies raised and matched must be donated to a registered charity or be registered with HMRC as a not for profit organisation. You must provide a registered charity no., or your country's equivalent, to show that your cause is 'not for profit'.
4. Fundraising will qualify for match funding when:
  - Banked into a charity's bank account with proof of the donation from the charity as acknowledgement, (provided on their letter-head and with a receipt of payment).
  - Funds raised online via a charity website. The online page must

however be in the employee's name only and not include non employees. We also require a breakdown (spreadsheet) of individual amounts that you alone have received.

5. An employee must have made a personal commitment in or outside of work to the charity event. For example, simply writing a letter to a business contact to donate money to a charity will not be matched.

Where an employee is part of a team of people supporting an event, we will try to allocate match funding on an equitable basis. Examples of how requests will be treated are given below:

- *Not eligible for matching* – If a person buys a cake at a school fair, Bibby Line Group will not match the 500 GBP that has been raised by the whole fair.
- *Eligible for matching* – If the employee is an incremental part of a committee for a fair and they have put a lot of their own time and effort into the event. Bibby Line Group will match the amount raised by the event up to 500 GBP.
- *Eligible for matching* – If a person runs a cake stall at the school fair, Bibby Line Group will match the amount raised by them only, i.e. their 200 GBP raised is matched, not the full 500 GBP raised by everyone.

- Regular checks will be made on all claims, with the GSB team reserving the right to seek further verification for auditing purposes. Claims made without sufficient evidence of your active involvement in an event will not be processed.
- 6. Fundraising for an individual person cannot be matched, for example fundraising to send individuals on a special holiday or for a specific piece of equipment to benefit an individual. However you can fundraise for a charity that is supporting that person. The programme also does not match collections at memorial services or funerals, significant birthdays and wedding anniversaries.
- 7. Simply attending an event and purchasing a table or buying items through an auction are not eligible for match funding.

---

*The Giving Something Back Programme is provided by Bibby Line Group and is for employees only. Copyright BLG 2018. Version 0518.A*

