

## **GIVING SOMETHING BACK GUIDELINES: Match Funding Guidelines (for all employees)**

**Updated February 2022**

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 £1,000 per event.** This amount does not apply to the events that are centrally organised as part of the Giving Something Back programme. If there is a match funding option for centrally organised events, this will be established and communicated when promoting the event.

**2. There is a match funding limit of £2,000 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. If you have raised money as part of a team, which includes non-employees, Bibby Line Group will not match the overall total you are requesting but assess your application separately. This may require further evidence. If you have any gift aid forms, please forward direct to your charity.

**5. An employee must have made a personal commitment in or outside of work to the charity event.**

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 £1,000 that has been raised by the whole fair.
- *Not eligible for matching* – simply asking a contact to donate money, or arranging money from the business to go to a charity will not be matched as no activity has taken place
- *More info needed* - Where an employee is part of a team of people supporting an event, we will try to allocate match funding on an equitable basis.
- *Eligible for matching* – If the employee is an essential 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.

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.

Simply attending an event and purchasing a table or buying items through an auction are not eligible for match funding.

**7. 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. We're aware that not all events fit into the examples above. If you are unsure, please contact us first.

Bibby Line Group has the final decision on whether funds will be matched.

## 8. How to claim

### UK Employees

1. Complete your fundraising event and send your money to the charity
2. Request a confirmation letter and receipt from your charity
3. Complete your online match application form here using our online portal.  
<https://matchportal.ctcorporate.org/landingpage?id=BIB>
4. Once approved, your match funds will be paid to your charity and you will get an email notification
5. Share your story – email a short summary of what you did and why, along with a few pictures so we can inspire others to get involved

### Non-UK employees

1. Complete your fundraising event and send them your money
2. Request a confirmation letter from your charity
3. Complete the [GSB non-UK Match Funding Request Form](#)
4. Send to [community@bibbylinegroup.co.uk](mailto:community@bibbylinegroup.co.uk) with your charity confirmation letter
5. Once approved, your match will be paid to your charity
6. Share your story – email a short summary of what you did and why, along with a few pictures so we can inspire others to get involved