

# MATCH IT!

## FAQs



## Delivering a Better future: Match It!

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

The Match It! programme, run by the DHL UK Foundation, provides employees and pensioners with an opportunity to have their fundraising efforts matched up to the limits set out below, when carrying out activities for charities, schools and not for profit community organisations (e.g. youth sports clubs).

### 2. Do I qualify?

- Match It! is open to all current and retired employees of DHL. Only current employees can apply to have volunteering time matched.
- Fundraising (employees and pensioners) – you must raise a minimum of £50 through your own personal effort or a minimum of £100 if the application is being made by group (defined as at least three people).
- Volunteering (employees only) – you must be volunteering regularly for at least 40 hours in any year with a charity, school or community group.
- Individuals may apply to the Match It! programme as many times in a year up to the programme limits.
- Group applications. Groups may apply to the programme as many times in a year up to the programme limits.

### 3. What are the annual limits?

#### Fundraising (employees and pensioners)

- We will match Individuals fundraising up to a maximum of **£600**
- We will match group fundraising (more than 3 people) up to a maximum **£1,200**

#### Volunteering (current employees only)

- **Individuals** may receive up to £300 depending on the number of hours given over one year to a single organisation: 40-200hrs = £100, 201-400hrs = £200, over 400hrs = £300.
- **Groups** may receive up to £600 depending on the number of hours given per person to a single organisation: 7.5-35hrs = £240, 36-50hrs = £420, 51 and over £600.
- Individuals and groups may apply for fundraising up to the programme limits in a financial year (April-March) and once for volunteering per year

### 4. What do you mean by a group, or individual?

**Group** – a group application is where three or more DHL colleagues take part in an event, perhaps fundraising as a group or at a volunteering event, this includes an event and activities led and supported by the whole site.

**Individual** – this is an individual employee of DHL who volunteers on a regular basis, perhaps as a school governor or football coach. Fundraising could be organising and running raffles, a coffee morning or perhaps doing a sponsored walk.

### 5. What are some examples of activities that DHL colleagues have undertaken?

Examples of fundraising are taking part in The Three Peaks challenge, running a Marathon, or organising and running a charity evening, bake sale or raffle. Examples of volunteering are colleagues engaged with a charity, school or community group on a regular basis i.e., football coach, school governor, providing meals for the homeless, or carrying out ground clearance at a local community venue.

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### 6. What must I provide as evidence?

For fundraising: A receipt from the beneficiary organisation confirming the amount raised and received. For volunteering; a letter from the partner organisation confirming details of your volunteering commitment. For an organisation which is not a registered charity we will also require a copy of the organisation's constitution.

### 7. Why do you need a copy of the constitution?

It is good practice for an organisation that is not a charity to have a constitution and is an indication that they are well run. The Foundation wishes to ensure that should the organisation cease to run any remaining funds will be distributed to a like-minded organisation.

### 8. Match It! does not allow applicants to claim funding for the following:

- Individuals
- The arts
- Political organisations
- Religious bodies or sectarian causes
- Building appeals

### 9. What happens if there is no money left in the budget for this year?

The trustees of the DHL UK Foundation will allocate an annual budget for the scheme and once this limit has been reached, the Foundation will have the right to reject or defer applications at its own discretion. Any decision on the eligibility of the applicant or that of a particular beneficiary or the interpretation of any of the other rules of the scheme will be at the sole discretion of the trustees of DHL UK Foundation. Donations will not be made to organisations whose activities or objectives may be in conflict with those of DHL UK Foundation or DHL.

### 10. Where should I send my form?

Your completed form and supporting evidence should be returned to the address at the top of the application form.

### 11. What if I need more help?

If you require advice or guidance on your eligibility or the completion of the application form please call the DHL UK Foundation helpline on 01285 841 914 or email [dhlukefoundation@thetrustpartnership.com](mailto:dhlukefoundation@thetrustpartnership.com)

### 12. Where have funds been donated to in the past?

Examples of organisations who have received matched funding through the programme is on [www.dhlukefoundation.org](http://www.dhlukefoundation.org)

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

There are lots of activities that DHL employees can engage with please visit [www.dhlukefoundation.org](http://www.dhlukefoundation.org) to find out more.

The DHL UK Foundation is a Company Limited by Guarantee registered in England No. 2223373, Registered Office Ocean House, The Ring, Bracknell, RG12 1AN, United Kingdom, Charity registration No. 327880

[www.dhlukefoundation.org](http://www.dhlukefoundation.org)

**Helpline: 01285 841 914**