

MATCH IT!

FAQs



Match It! Frequently Asked Questions:

1. What are the aims of the programme?

The Match It! programme, run by the DHL UK Foundation, provides UK based DHL employees and pensioners with an opportunity to have their fundraising and volunteering efforts matched, up to the limits set out below.

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 – 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 (more than 3 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 and Groups may apply to the Match It! programme as many times in a year up to the programme annual limits. Each time you are named in a group application it will count towards your annual limit.

3. What are the annual limits?

Individuals and groups may apply to Match It! up to the annual programme limits in a financial year (April-March) and once for volunteering per year.

Fundraising

We will match successful individual fundraising applications up to a maximum of **£600**

- We will match successful group fundraising (more than 3 people) up to a maximum **£1200**.

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

4. What do you mean by volunteering?

Volunteering is where a DHL colleague(s) are giving up personal time to directly support the aims of the charity or directly with the charities beneficiaries. Time dedicated in support of organising a fundraising activity is not supported under a volunteering application.

- **Group** – a group application is where three or more DHL colleagues take part in a volunteering activity, this includes a volunteering 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.

5. What do we mean by fundraising?

- Fundraising is as an activity that raises money for colleagues preferred charity. Examples of fundraising are organising and running raffles, a coffee morning or perhaps doing a sponsored walk.
- Please note, you can apply for funds raised by organizing a raffle or taking part in a fun run but can't claim volunteering hours in pursuit of the fundraising activity (i.e. driving around and collecting the items for the stall or training for the event).

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6. 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 or bake sale.

Examples of **volunteering** are colleagues engaged with a charity, school or community group on a regular basis i.e., sports coach, providing meals for the homeless, or volunteering with a youth organisation like scouts or brownies

7. What must I provide as evidence?

For **fundraising**: a dated letter/receipt from the beneficiary organisation confirming the amount raised and received or a link to your online fundraising page.

For **volunteering**: a dated letter/receipt from the partner organisation confirming details of your volunteering commitment.

We encourage you to share photos of your activity. Please ensure you include when and where the activity/event took place in your application. You may be asked to submit further proof of this.

8. Submission of applications

Please submit your Match It! application and evidence within **3 months** of the activity taking place.

9. Why do you need a copy of the constitution?

For an organisation which is not a registered charity we will also require a copy of the organisation's constitution. It is good practice for an organisation that is not a registered 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 exist any remaining funds will be distributed to a like-minded organisation.

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

- Individuals
- The arts

- Political organisations
- Religious bodies or sectarian causes
- Building appeals

Donations will not be made to organisations whose activities or objectives may be in conflict with those of DHL UK Foundation or DHL.

11. 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.

12. How do I apply?

You can apply [online to the Match It! programme](#).

Please ensure you have your evidence (mentioned in point 7) to hand when making your application.

Supporting evidence can also be scanned and emailed to dhlukefoundation@thetrustcsr.com

13. 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@thetrustcsr.com

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www.dhlukefoundation.org

Helpline: 01285 841 914