

1. What are the aims of the programme?

Match It! is run by the DHL UK Foundation, it provides UK&I based DHL employees and pensioners with an opportunity to have their fundraising and volunteering efforts matched for UK registered charities, up to the limits set out below.

2. Do I qualify ?

- **Fundraising** - a minimum of £50 through your own personal effort or a minimum of £100 if the application is being made by a group (3 or more DHL colleagues)

You qualify if you are a : Current UK&I employee or
UK&I DHL pensioner

You **do not** qualify if you are a : Temporary employee or
Non-DHL employees (i.e. family members & friends of employees)

- **Volunteering** - this must be done regularly for at least 10 hours in any year with a charity, school or community group. These hours must **NOT** include time spent on a fundraising activity that you have already applied for.

You qualify if you are a : Current UK&I employee

You **do not** qualify if you are a : DHL pensioner
Temporary employee
Non-DHL employee (i.e. family members & friends of employees)

Please note that you can apply for both Fundraising and Volunteering throughout the year.

3. What are the annual limits (April – March)?

- **Fundraising limits:**

UK&I Individuals and Groups may apply to Match It! as many times in a year (April – March) up to the programme annual limits:

Individuals: £300
Groups: £600

- **Volunteering limits:**

Volunteering Individual – this is an individual UK&I employee of DHL who volunteers on a regular basis to a single organisation, perhaps as a school governor or football coach over 1 year (April – March):

10-20 hours: £100
21-80 hours: £200
Over 81 hours: £300

Volunteering Groups – a group of 3 or more may receive up to £600 depending on the number of hours given per person to a single organisation:

30-60 hours: £200

61-240 hours: £400
Over 241 hours: £600

4. Submission of applications

Match It! applications and evidence are required to be submitted within **3 months** of the activity taking place. If applications are received after 3 months then they will not be considered. (exceptions are made to applications delays due to the period of time the programme was on hold in Spring 2023)

5. What must I provide as evidence? (Without this your application can not be processed)

• Fundraising:

- a signed and dated letter on headed paper from the UK registered charity
- email from the UK registered charity
- official bank receipt confirming the amount raised and received
- a link to your online fundraising page (including the URL with the application)

• Volunteering:

- a dated letter or email from the partner organisation on headed paper, confirming details of your volunteering commitment i.e. time frame of completion (date/year), brief description of your role and responsibilities.

We strongly 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.

6. What do you mean by volunteering?

Volunteering is when a DHL UK&I 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.

- **Volunteering Group** – a group application is where three or more UK&I DHL colleagues take part in a volunteering activity, this includes a volunteering event and activities led and supported by the whole site.
- Groups may receive up to £600 depending on the number of hours given per person to a single organisation (see point 3 for annual limits)

7. 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. We **do not match** applications for tin/non-activity collections, for any non-monetary donations i.e. clothes/food donations or for participation in DHL GoTeach activities

Please note, you can apply for funds raised by organising a raffle or taking part in a fun run but *can't* claim volunteering hours in pursuit of the fundraising activity (i.e. collecting the items for the stall or training for the event).

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

Examples of **fundraising**:

- taking part in the Three Peaks challenge
- running a tombola
- organising and running a charity evening or bake sale

Examples of **volunteering**:

- colleagues engaged with a charity, school or community group on a regular basis i.e. sports coach
- providing meals for the homeless
- volunteering with a youth organisation like Scouts or Brownies
- PTA

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

For an organisation which is not a registered charity we 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
- Crowdfunding
- The arts
- Political organisations
- Religious bodies or sectarian causes
- Building appeals
- Fundraising endeavors of friends or family members

Donations will not be made to organisations whose activities or objectives are 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 Match It! Please ensure you have your evidence (mentioned in point 5) to hand when making your application. Supporting evidence can also be scanned and emailed to dhlukfoundation@thetrustpartnership.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 email dhlukfoundation@thetrustpartnership.com

Examples of applications by an individual:

Example 1

Jack raises £800 for running a marathon his application is successful and is matched £300. Jack has now reached his annual limit

Example 2

Helen raises £200 for a sponsored bike ride her application is successful and is matched £200 leaving her with £100 remaining if she was to apply to fundraise again within the year

Example 3

Luca and Sofia are both DHL UK&I employees who organised a cake sale at work raising a total of £160. As there are only two of them and they are not a group that consists of 3 or more DHL UK&I colleagues, Luca and Sofia divide the total amount by 2, and both apply as individuals. This means both Luca and Sofia are matched at a total of £80 each, leaving them both £220 in their individual limits to claim later in the year

Example 4

Sarah is the PTA Chair and has volunteered her time over the year which comes to 120 hours. Sarah applies for her volunteering hours, her application is successful and is awarded £300. She also ran the tombola at the Christmas Fair and raised £200, her application for fundraising was successful and raised a further £200 for her charity and had £100 remaining for the year from the fundraising pot.

Examples of applications by groups:

Example 1 – How an annual limit is reached

In May, Chloe, John and Jack have a cake sale raising £600. Chloe is matched at £200 as part of this group, leaving Chloe £400 of her annual group limit.

In August, Chloe, Jenny and Helen complete a fun run, raising £600. Chloe is matched at £200 for her part in the fundraiser, this leaves Chloe £200 left of her annual group limit.

In February Chloe, Gerard, and Tilly complete a raffle, raising £600. Chloe is matched at £200 for her part in the fundraiser, Chloe has now reached her group annual limit of £600.

Example 2 – A group of DHL UK&I colleagues

A group raised £1,000 between 4 DHL UK&I colleagues, £250 (£1,000 divided by 4) would be allocated against each of the employees group annual limit (£600) i.e. Chloe will have £350 remaining if she was to fundraise again within the year as part of a group.

Example 3 – A group with non-DHL colleagues

A group raised £1,000 between 4 people (1 DHL UK&I colleague and 3 non DHL UK colleagues) the application would not be accepted as a group but would be asked to apply as an individual therefore potentially getting £250 matched for the charity (£1,000 divided by 4)