**This form provides you with an example of an employee application for matched funding. You can adapt this for your organisation’s matched funding scheme.**

**SAMPLE EMPLOYEE MATCHED FUNDING APPLICATION FORM**

**Introduction**

In recognition of the valuable contribution our employees make through fundraising, the <name of team/committee or trust/foundation that administers the scheme> will match the funds you raise up to <£XX> per employee, per year for charitable causes.

***Guidance:*** *You might like to set out your company’s criteria for matched funding at this point*

Please fill in this form and return it to <relevant person>.

|  |  |
| --- | --- |
| **Name** |  |
| **Department** |  |
| **Ext. number** |  |
| **UK registered charity name** |  |
| **Charity number** |  |
| **Address** |  |
|  |  |
| **Contact details** |  |

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| --- |
| **What type of work does the charity do?** |
|  |

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| --- |
| **How much have you fundraised?** |
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| --- |
| **Please provide proof of the fundraising you’ve undertaken (such as a receipt from the charity)** |
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| --- |
| **Please provide any additional information you think is necessary** |
|  |

**Signature:**

**Date:**