**Lots of companies offer matched funding as part of their community programme. Businesses might choose to offer this to increase engagement with a charity partner or as an extra incentive for employees to do their own fundraising activities. It’s also a great way to show that your business supports employees fundraising.**

**SAMPLE MATCHED**

**FUNDING POLICY**

**You might like to adopt this example to meet the needs of your own organisation and to set guidelines for how you want your company to match-fund staff fundraising.**

***Guidance: Your business may choose to match some or all of these elements:***

* Money that employees have fundraised, either for charities of their own choice or the company’s charity partner
* Individual donations from employees
* Donations made through Give As You Earn
* Time volunteered (e.g. for every day you volunteer £xx goes to your partner charity)

If an employee takes part in a sponsored event e.g. a hike or marathon and raises £100 in sponsorship, the company matches pound for pound this donation. As a guide, the average take-up of matched funding schemes across SMEs is 10-15% of employees. Businesses typically match approximately £250 per employee per year, though this will vary depending on the size of your business and your budget.

1. **How it works**

If you fundraise for a good cause, you can apply to get matched funding from <Company> as part of our <name of shceme>. Raise at least £xx and we’ll match every pound you raise or donate £xx per hour of voluntary time given, up to £xx per year.

For example, raise £75 for your charity and we’ll donate £75 to that same charity on your behalf. You’ll then have £175 remaining in available matched funding for the same year.

Each year, there’s a limited pot for the scheme and applications will be dealt with on a first come, first served basis. The <name of team/committee/trust/foundation> administers matched funding and reserves a general discretion to approve any payment.

1. **When you can apply**

You can apply at any time but applications will be processed a three points in the year. The deadlines for applications are <dates>.

1. **Team fundraising**

If you take part in a fundraising activity as part of a <Company> team (i.e. most participants are from <Company>, the team can apply for matched funding from us, up to a maximum of £xx.

There’s no limit to the number of times you can apply to the scheme as part of a team and it doesn’t have an impact if you want to apply as an individual. So, if you fundraise as part of a team, you could get matched funding multiple times in the year but still also apply as an individual in the year.

1. **The process**
	1. Apply for matched funding using the <outline your process e.g.matched funding application form> and attach evidence to show how much you raised or how much time you volunteered; e.g. a link to your fundraising page.
	2. Send your form to <relevant person> for approval. <Relevant person> will check whether there are still enough funds in the pot and that your charity is appropriate for the scheme.
	3. If your application is successful, you’ll be notified that the donation will be made on your behalf.
2. **Eligibility**
	1. Matched funding is open to all permanent employees (and contractors based in our London office).
	2. The charity you’re fundraising for must be a UK registered charity and must fall within our charitable giving policy.
	3. <Company> doesn’t support matched funding applications from friends or family. The employee must be personally taking part in an activity or event to raise money.