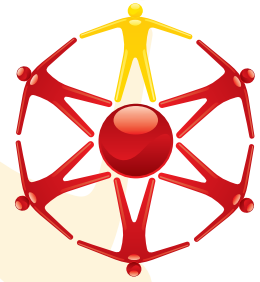




Match Funding Criteria



GIVING SOMETHING BACK



The following criteria gives details of the way in which the business will match fund the money you raise for your chosen charity during 2010.

This list is not exhaustive and not meant to put you off organising or participating in a fundraising event, so please do join in the fun and support your chosen charity.

If you would like any advice or help with ideas please do not hesitate to contact the Community Team on 0151 794 1052 or email community@bibbylinegroup.co.uk.

Monies will be administered on Bibby Line Group's behalf by Charities Trust, a charity that administers charitable funds tax efficiently. This allows us to track funds raised by location, claim Giftaid* on donations and to match the amount raised by our employees.



1. The company will match fund £ for £ up to a maximum of £1,500 per event.
2. The match funding target for 2010 is £150,000.
3. All monies raised and matched must go to a registered charity, charitable organisation or an inland revenue approved organisation.
4. Funds will qualify to be matched if monies are paid into Barclays Bank using a coded Charities Trust paying in slip. In addition to this the Community Team must receive a completed match fund request form. Paying in slips are available from Community Champions.
5. An employee must have made a personal commitment outside of work to the charity event, for example, simply writing a letter to a business contact to donate money to a charity will not be matched.

Where an employee is part of a team or group of people supporting an event we will try to allocate the matched funding on an equitable basis. Some examples of how requests will be treated are given below:

- a) **Not eligible for matching** – If a person buys a cake at a school fair, Bibby Line Group will not match the £1,000 that has been raised by the whole fair.
 - b) **Eligible for matching** – If the fundraiser is an incremental part of a committee for a fair and they have put a lot of their own time and effort into the event. Bibby Line Group will match the amount raised by the event up to £1,500.
 - c) **Eligible for matching** – If a person runs a cake stall at the school fair, Bibby Line Group will match the amount raised by them only, i.e. their £200 raised is matched, not the full £1,000 raised by everyone.
6. Certain organisations will not be deemed suitable to receive support and will not be eligible for match funding, examples include political and religious organisations.
 7. Fundraising for individual persons cannot be matched, for example fundraising to send individuals on a special holiday or for a specific piece of equipment to benefit an individual.
 8. There will be a match funding limit of £6,000, per employee per calendar year, which equates to 4% of the pot total.

*Giftaid is a Government scheme that can increase the value of your donation by up to 28%. For example a donation of £10 can become £12.80 simply by claiming Giftaid.

Anyone who is a UK tax payer can claim Giftaid on their donation as long as the amount claimed does not exceed the amount paid in tax during the year.

Charities Trust will claim Giftaid where applicable. Please remember that to claim Giftaid, those making donations or sponsoring a fundraiser in an event must complete the relevant sections on the community sponsor forms only and not those supplied by the charity. Personal donations made by individuals should complete a Giftaid declaration form.

All match request, sponsorship and Giftaid forms can be found on our community website at www.bibbycommunity.com or by asking your Community Champion.

Please remember to send the Community Team details of your event and most importantly pictures from your event so we can include them on our website, in the Bibby News and even send to the local media to further promote your charity.

If you have any questions or queries relating to match funding, Giftaid or completing the correct forms please contact your Community Champion or the Community Team, Bibby Line Group, 105 Duke Street, Liverpool L1 5JQ.
Email: community@bibbylinegroup.co.uk Tel: 0151 794 1052

