

BEYONDLY

G-17

Matched Funding

Policy Statement

Beyondly is committed to supporting the charitable sector each year. We proudly offer employees the chance to boost their fundraising efforts for any individual charity events they take part in throughout the year by offering matched funding.

Employees of Beyondly can apply for up to £250 in matched funding for eligible registered charities during each financial year (April – March). You can apply at any point during the year and for as many different activities as you like, provided the application is within three months of your fundraising and the total amount claimed over the course of the year does not exceed £250.

The minimum amount for matched funding is £50 – applications for less than this amount will not be accepted. Matched funding will be rounded up to the nearest whole pound – so if you raise £101.56, Beyondly will match £102.

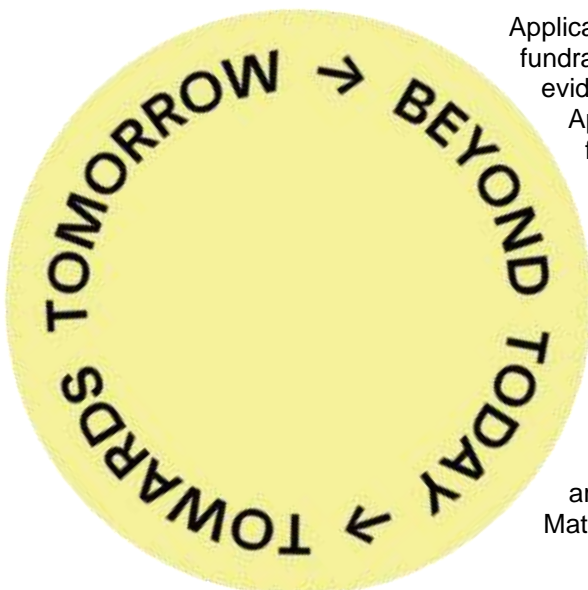
Matched funding is specifically for funds raised at events by employees and does not apply to charity donations made by employees where no actual fundraising has taken place (e.g. a one-off donation made directly to a charity appeal or an in-memoriam donation).

Matched funding is offered on a per employee basis. You can apply for matched funding by completing the request form which is saved in BambooHR. We encourage employees to take part in team sporting events outside of the annual sporting challenge, therefore we will accept team applications for matched funding. In these instances, only one team member will need to make the request on behalf of the team. The individual making the claim must list all team members on the application to receive the matched funding for each individual.

Applications for matched funding should be made after the fundraising event has taken place, and the application must include evidence that monies have been received by the charity. Applications will only be considered for individual charity fundraising activities. Any matched funding relating to the annual sporting challenges will be at the discretion of the directors.

Employee Details

The Matched funding Scheme is open to all employees of Beyondly. It cannot be used for the friends or family of an employee – only activities the employee has been actively involved in. If the fundraising is taking place during working hours, you can use flexible working to take the time off if you are eligible or would need to take the time off as annual leave. Matched funding excludes contractors.



Matched Funding**How to apply**

To apply for the matched funding you will need to have completed your fundraising and have completed the Charity matched funding request form on BambooHR. You must include in your request the charity registration number and a screenshot of your online charity fundraising page or a scan of a paying in slip.

Once the matched funding has been completed by Beyondly you must provide an email or receipt of acknowledgement from the charity that they have received the funds.

Charity Details

Bank details of the charity (account number, bank name and sort code) are required on the request form for transfer of funds. In addition, you will be required to enter the registered number of the charity (usually found in the footer of the charity website, the Charity Commission for England and Wales or the Office of the Scottish Charity Regulator).

If you are fundraising for more than one charity, you will need to complete the form once per charity, as we require the bank details for each organisation to make a payment.

Beyondly will make the payment via a BACs payment directly to the charity, or through an online fundraising page such as Just Giving or Virgin Money Giving.

Charitable Giving – What we support

We aim to support charities who either have similar vision, and values to ourselves, who are local and underrepresented or are driving environmental regeneration and/or positive societal impact. Please refer to the Grant Giving policy (G-20) for the full criteria.

Charitable donations from Beyondly may only be made to one of the following:

- Charities registered with the Charity Commission for England and Wales
- Charities registered with the Office of the Scottish Charity Regulator (OSCR)
- Community Interest Companies (CIC) registered in the UK with the Office of the Regulator of Community Interest Companies

Sporting Challenge – Entry fees

Beyondly will cover the entry costs relating to the chosen annual sporting challenge each year.

Employees are also encouraged to participate in individual sporting challenges that either support their aims of getting fitter/ stronger/ healthier or raise money for the company's chosen charity. The company will fund 50% of the entry fees that relate to any sporting events outside of the main annual challenge up to the value of £100 per person, per year.

In line with the usual expenses process, if you have paid the full entry costs you will need to submit an expense claim for 50% of the fees for this to be reimbursed to you. For the expense claim to be approved you must upload an invoice or proof of payment with the claim, and log it under the correct Health and Wellbeing nominal code. If the company has paid the full cost of the event, then 50% of the entry cost will be deducted from your salary during the month the payment was made.



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Issue Number: 2
Issue Date: 11 April 2023
Issued by (Name): Jessica Aldersley
Issued by (Signature):



Position: Director

