

## **UK FUNDRAISING MATCHING PROGRAMME GUIDELINES**

### **HOW IT WORKS**

Citigroup will match **30%** of an employee's fundraising activity up to a maximum of **£500**.

### **HOW TO PARTICIPATE**

The Citigroup employee should complete and sign Part 1 of the Citigroup Fundraising Matching Request Form and forward this along with the programme guidelines to the recipient charitable organisation.

An authorised representative of the charitable organisation should complete and sign Part 2 of the form and provide the following additional information:

- 1. A summary of the organisation's remit on letterhead paper**
- 2. A receipt, letter or email confirming the amount raised and donated by the Citigroup employee. 'Just Giving' or 'Virgin Money Giving' or similar sites are not accepted.**

The request form with this additional information should then be sent to: Maggie Severini, Corporate Affairs, Citigroup, Citigroup Centre 07-50, Canary Wharf, London E14 5LB.

(email:maggie.severini@citi.com)

It is the sole responsibility of the employee to make sure that all requested documents are received by the Community Affairs Department. Only when all documents are submitted will the application be reviewed. If successful, a BACS transaction will be made in favour of the charity. The employee will be notified when this has taken place.

### **ELIGIBLE INDIVIDUALS**

All full-time, Citigroup permanent employees in the UK who have completed three months service.

### **ELIGIBLE INSTITUTIONS**

All eligible non-profit institutions must:

- Be located in the U.K.
- There should be no official Citigroup fundraising activities linked to political or religious charity groups.
- All eligible organisations must be UK registered charities. To ensure that a charitable organisation is registered see: for England and Wales: [www.charity-commission.gov.uk /](http://www.charity-commission.gov.uk/); for Scotland see [www.oscr.org.uk](http://www.oscr.org.uk/); for Northern Ireland see: [www.dsdni.gov.uk/index/voluntary\\_and\\_community.htm](http://www.dsdni.gov.uk/index/voluntary_and_community.htm)
- Community Affairs can help Business Managers make sure that organisations are registered charities (for tax and legal purposes). In addition, Corporate Affairs should be kept informed of how much money is raised so that they can include the figures in the firm's European reporting.

### **ELIGIBLE CONTRIBUTIONS**

To be eligible for the Fundraising Matching Programme, an individual's contributions must be to:

- Play a significant role in the fundraising activity and actively participate in the chosen event.
- Collect sponsorship money.
- Send money to the charity and request a receipt.

### **RESTRICTIONS**

The following restrictions apply:

- Individuals are eligible to apply one time per calendar year.
- The time limitations for requests are a maximum of 18 months after the event date.
- In order to minimise solicitation on business email systems, the use of email for fund raising for non-corporate charity events is discouraged.

# MATCHED FUNDRAISING REQUEST FORM (UK)



## Instructions

### **Citi Employee:**

- Complete Part 1 of this form (keep a photocopy)
- Send this form to your charity for them to complete Part 2

### **Charity**

- Complete Part 2 of this form
- Provide a summary of the charity's remit on letterhead paper and evidence of the employee's funds raised to the Citi address below (evidence should be either a letter, receipt or email)

<b>PART 1 - Citi <u>Employee</u></b> (Please print or type)	<b>PART 2 - <u>Charity</u> Section</b> (Please print or type)
EMPLOYEE NAME	CHARITY REGISTRATION NUMBER
E-MAIL ADDRESS	CHARITY ORGANISATION NAME
BUSINESS TELEPHONE	ADDRESS
AMOUNT RAISED £	CITY/POSTCODE
AMOUNT OF MATCH REQUESTED (30% of funds raised to MAX £500)	TELEPHONE
DATE OF EVENT	EMAIL ADDRESS
BRIEF DETAILS OF EVENT	CHARITY WEBSITE
I have read and understood the Guidelines of the Citi Matched Fundraising Programme	I hereby certify that this organisation meets the eligibility requirements of the Citi Matched Fundraising Programme
Employee Signature	Authorised Officer's Name (Please print)
DATE	Signature of Authorised Officer
	DATE
	<u>N.B.</u> Please attach printed (letter, or email) confirmation of amount raised by employee

### Mail completed form and any required evidence to:

Maggie Severini, Community Affairs, Citigroup Centre 2(07-50), Canada Square, Canary Wharf, London E14 5LB