



Vodafone Foundation



Matched Giving - Application

Please ensure you've read and understood the guidelines before completing your application (see page 2). Once completed please submit with your proof of fundraising to: vodafone@cafonline.org & vodafonefoundationqueries@vodafone.com

Part A: Employee Details

Employee Details:

Forename: Surname:

Division: Group: UK: Telephone/mobile:

Work email:

Part B: Matching Details

Details of Fundraising:

Application date: Amount raised:

Description of Fundraising:

Please note that Vodafone cap matching contributions at £350 per employee per quarter. This applies to both team and individual applications.

Part C: Charity Details

Charity Details:

Organisation name: Address:

Registered charity number:

If applicable:

If no registered charity number is available then please provide as much additional information as possible to help us verify the charity:

Contact name: Email address:

Telephone: Bank account number:

Bank sort code:

Vodafone matching Guidelines Process:

- 1) You will need to send the completed application form to Charities Aid Foundation (CAF) at vodafone@cafonline.org
- 2) You will also need to send your proof of participation/funds raised to the Vodafone Foundation at vodafonefoundationqueries@vodafone.com

Note: this can be done in the same email.

- 3) CAF will process donations once Vodafone Foundation have checked evidence against the applications and each application should be paid within 4-6 weeks.
- 4) You will be notified by CAF once your payment has reached the Charity, and/or if there are any problems with your application.

Guidelines and Policy

Money can be claimed on behalf of a registered charity, a school, a formally constituted community group or other charitable organisation recognised by the Inland Revenue.

The Company reserves the right to decline support where the fundraising event may conflict with Vodafone's values and principles. Please note that sports teams/groups are not supported by this scheme unless they are actively addressing the disadvantaged.

Employees are entitled to claim up to £350 per quarter, per event, although funds not claimed are not carried across to future quarters. In monitoring this, the date of the claim is taken into account not the fund raising event or activity.

For the claim to be valid employees must be able to prove that they took active participation in the event. Proof of participation and funds raised in all external events is required from the benefiting organisation. For example, a Just Giving page clearly showing funds raised and participation, a letter from the school's head teacher on headed paper confirming involvement or a letter from the charity stating the involvement and how much money was raised. Claims should be submitted only for the net sum cleared by the fundraising event and donated to charity, not on money taken before costs are deducted. Evidence of the sum raised after all event costs have been deducted is required.

Team applications: If groups of Vodafone employees are involved with an event they may each claim their £350 matched funding as long as the net money raised covers the number of employees claiming. For example; 8 Vodafone employees are actively involved in raising money at a local school event that raises £4,000. Costs for running the event are £2,000 leaving the school to gain a £2,000 donation. Only 5 people will be eligible to claim the full £350 and one person to claim £250 of their allowance to make up the £2,000 matched funding. This £350 would come out of the employees quarterly allowance the same way it would if they submitted an individual claim.

General enquiries:

For any general enquiries regarding the matching process please contact:
vodafonefoundationqueries@vodafone.com

For enquiries relating to the status of your submitted application please contact: vodafone@cafonline.org