



## Guidelines for Pfizer's Matched Funding Programme

### About Matched Funding

Matched Funding is set up to support your fundraising efforts by adding to the money you raise for charities which mean a lot to you. It's our way of recognising and rewarding the commitment you have to improving the communities around us.

### How does it work?

After your fundraising event you can apply to have a 'matched' contribution made to your chosen charity. You can fill out the application form via MS Forms which can be found on the Global Health and Social Impact SharePoint or at [Welcome to Pfizer's Payroll Giving scheme \(charitablegiving.co.uk\)](https://charitablegiving.co.uk)

- You will need to have evidence of your fundraising total and this can be any of these:
  - A link to an online giving page
  - An official receipt from the charity, showing the total raised as well as their charity name and number
  - A signed letter from the charity, addressed to you on their headed paper saying how much you raised
  - An email acknowledging your fundraising as long as the email address is from their registered domain and not from a Hotmail, Google, Yahoo, Gmail, etc. account.

Please include the fundraising evidence with your application form

- We will ask you for any further information we need in order to process your application.
- Applications will be processed on a monthly basis at the end of each month.
- Payment will be made by BACS from our Charitable Giving account in the middle of the month following that in which we receive your application.
- We'll send you an email to let you know the payment has been made and you can pass this on to the charity so they can attribute Pfizer's contribution to your overall fundraising achievement.

### What are the limits?

- If you are fundraising as an individual, you can claim up to £150 per year and may only apply once Pfizer financial year (1<sup>st</sup> December – 30<sup>th</sup> November)
- If you are fundraising as part of a group of 3 or more colleagues, you can claim up to £350 per event

### Who is eligible?

- The programme is open to all permanent Pfizer employees with satisfactory performance and attendance levels.
- You may only apply after the event and must submit your fundraising evidence.
- Only fundraising for registered charities or registered Community Amateur Sports Clubs is eligible
- We will not consider applications where fundraising has been done in aid of any of the following:
  - Political causes, parties or individuals
  - Anti-business organisations



- Any organisation which practices any form of discrimination
- Ex-service, fraternal and Trade Union organisations
- Religious bodies not precluding grants for the preservation of historic buildings or in support of charitable projects undertaken by churches in the community.
- Any activity that could be interpreted as being intended to entice any person to exercise any of his/ her powers in our favour

### **Sharing your experience**

We are keen to know what our colleagues do to fundraise and to share their experiences so if you would like to share information and pictures of event on Yammer with #matchedfunding and tag the Global Health and Social Impact team on your post – it won't affect the outcome of your application if you would rather not.

### **Things to think about**

- Pfizer actively supports its colleagues' fundraising efforts. However, the scheme is a discretionary scheme and does not create a contractual entitlement to funds-matching. The scheme may be amended at any time depending on level of colleague interest and available funds.
- Remember you can only apply once as an individual so if you haven't raised £150 or more, are you likely to do another event for the same charity later in the year? If you are you might like to apply after that event.
- If you are raising funds as part of a team and you are the only Pfizer employee, you will need to let us know. We will take the total amount the team raised, divide it by the number of people in the team and work out your personal contribution to the overall amount.

For more information head to [Welcome to Pfizer's Payroll Giving scheme \(charitablegiving.co.uk\)](http://charitablegiving.co.uk)