

# Tesco Stores Limited

## Colleague Fundraising 20% top-up criteria

**The top up is applicable to fundraising for charities (excluding Health Charity Partners (DUK/BHF/CRUK), and Cancer Research UK's Race for Life).**

If you have raised funds for the Health Charity Partners and Cancer Research UK's Race for Life, there is no requirement to fill in a 20% top up, as the top is automatically given to the charities at the end of the year, up to a maximum of £500,000.

If you are a Tesco colleague or a retired colleague, you are eligible to apply for a 20% top-up for your chosen charity or not-for-profit organisation.

### Information on 20% top up

- All colleagues and retired colleagues must apply for the 20% top-up prior to the fundraising event by sending an email to [michelle.cornish@tesco.com](mailto:michelle.cornish@tesco.com).
- If you are fundraising for a charity - the charity must be a UK registered charity.
- The fundraising must be carried out in the current financial year to qualify for the top up.
- The money raised must be a result of your own fundraising efforts, not the total money raised at an event/activity at which you were present.

For example - if you organised a sponsored bike ride with another organisation, we will add the 20% top up to the money raised by Tesco colleagues, but not to the money raised by the event as a whole.

- Fundraising for individuals, money raised through collections, bag packing or badge/ribbon sales and personal donations to a charity are **not** eligible for 20% top-up.
- Top-up will be applied to the total amount you raise **excluding** Gift-aid.
- Top-up for Individual members of colleagues and Retired colleagues is capped at £2,000

For example, if you raise over £10,000 we will cap your top-up donation to £2,000

- Top-up on major fundraising events is capped at £10,000 and must be agreed by the Tesco Community Team prior to the event taking place.
- In circumstances where colleagues are doing more than one event per year for the same charity, the top-up is limited to £2,000 per charity.