



Dollars 4 Dollars Dollars 4 Doers

Matched Giving Guidelines

Helping QLD Freemasons Make an Even Bigger Difference



HAND
HEART
POCKET
THE CHARITY OF
FREEMASONS QUEENSLAND

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Section 1 – Matched Giving at a Glance

Give. Volunteer. Fundraise. We'll help grow your impact.

Hand Heart Pocket's (HHP) Matched Giving Program - *Dollars 4 Dollars* and *Dollars 4 Doers* – helps Queensland Freemasons support the causes they care about.

Whether you give personally, volunteer your time, or work together as a team, HHP can increase the impact of your contribution.

Purpose

Hand Heart Pocket's Matched Giving Program supports Queensland Freemasons to give, volunteer and fundraise for charities that are making a difference for people in need in Queensland and Papua New Guinea. Through matching Member contributions, the program aims to:

- Increase support for local communities
- Encourage active community participation
- Strengthen connections between Freemasons and their communities
- Demonstrate the Freemason spirit of giving throughout Queensland and Papua New Guinea communities

Three ways to participate

- **Donate:** Make a personal or team donation to an eligible charity
- **Volunteer:** Donate your time and skills to an eligible charity
- **Fundraise:** Run an activity that raises money for an eligible charity

Who can participate?

	Individual Member	Team of 2+ Members
Who can apply?	Any current UGLQ Member	Any group of two or more UGLQ Members
What can be matched?	Personal giving and volunteering	Giving, volunteering and fundraising
Financial Year Cap	\$500 per year	\$15,000 per application
Lodge required?	No	No

Teams are no longer required to be Lodge-based. UGLQ Members can work together across Lodges, Orders or with other Members.

Teams can unlock additional 'boost' funding

For every \$5,000 raised by a Team, Hand Heart Pocket will provide matched funding PLUS an additional \$5,000 boost. In other words, if you raise \$5,000, you'll unlock \$10,000 from Hand Heart Pocket for your local charity. If you raise \$10,000, you'll unlock \$20,000; and if you raise \$15,000, you'll unlock \$30,000. The more you give, the more you'll receive!

Section 2 - Individual Member Matching

All current Freemasons who are Members of the United Grand Lodge of Queensland are eligible to apply.

What can be matched?

- Personal Donations
- Personal Volunteering

Members can claim \$50 per hour of volunteering for an eligible charity.

How much can I raise for my chosen charity?

HHP will provide dollar-for-dollar matching up to **\$500 per Member per financial year**.

For example:

Your contribution	HHP matches
\$100	\$100
\$250	\$250
\$500	\$500
\$700	\$500 (financial year cap)

Why should I participate?

HHP's Matched Giving program enables Members to:

- Support the causes that mean the most to them
- Increase the value of their charitable giving and volunteering
- Strengthen community connections
- Demonstrate Freemasonry's positive contribution to local communities

Section 3 - Team Matching & Boost Funding

For Teams of 2 or More Members

When Members work together, their impact grows significantly.

In HHP's Matched Giving program, a Team can include:

- Members from one Lodge
- Members from several Lodges
- Members from associated Orders
- Any group of two or more Members

How does it work?

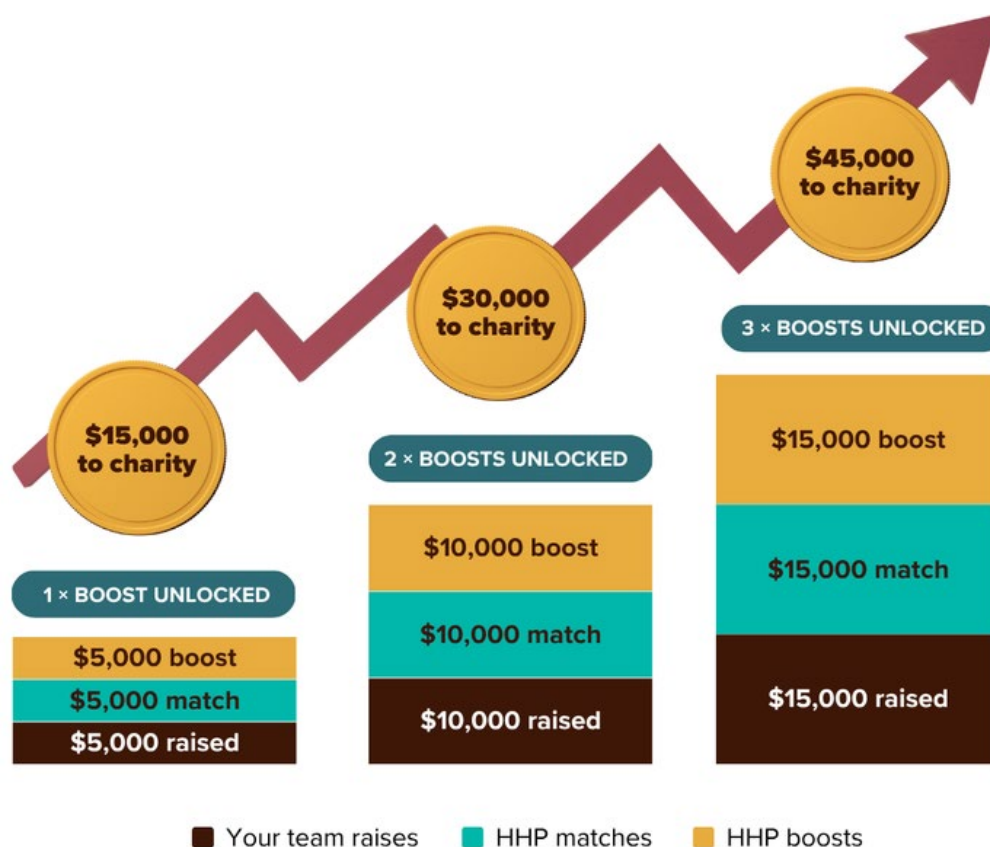
HHP matches team giving, fundraising and volunteering dollar-for-dollar up to \$15,000 per application.

Teams may support one eligible charity per application.

Only one Team application can be submitted and assessed at a time. Once that application has been finalised, a Team may submit another application.

The \$5,000 Boost

For every \$5,000 raised by a Team, Hand Heart Pocket will provide a dollar-for-dollar match plus an additional \$5,000 boost.



This means:

- Raise \$5,000 → charity receives \$15,000
- Raise \$10,000 → charity receives \$30,000
- Raise \$15,000 → charity receives \$45,000

This creates a powerful incentive for Members to work together and build larger community initiatives.

Team funding limits

For every \$5,000 raised by a Team, HHP provides:

Limit	Amount
Match per application	Up to \$15,000
Boost funding per application	Up to \$15,000
Total HHP contribution per application	Up to \$30,000
Total benefit to charity	Up to \$45,000
Applications per year	Multiple
Charities per application	One

Section 4 – Eligible Charities

Hand Heart Pocket encourages Members to support those causes they care about.

Your chosen charity must meet all four of the following criteria. If you're unsure, email HHP at info@handheartpocket.org.au or call HHP on (07) 3493 6000 before committing to any activity.

Criteria	What it means	How to check
ACNC registration	Registered with the Australian Charities and Not-for-profits Commission (ACNC)	Go to abr.business.gov.au – look for ACNC status
DGR Category 1 status	Holds Deductible Gift Recipient (DGR) status with the ATO – needed to issue tax-deductible receipts	abr.business.gov.au – look for DGR status
Queensland or PNG focus	Charity's operations support people in Queensland or Papua New Guinea	Check charity's website or email HHP info@handheartpocket.org.au
Supports people in need	Aged care and palliative care, disability support, community welfare and homelessness, mental health, volunteer rescue, disaster response and preparedness, domestic and family violence, child, youth and family services, health services, medical research, education for disadvantaged children	Check charity's website or email HHP info@handheartpocket.org.au

Does not qualify:

- Animal welfare
- Evangelism activities
- Political parties and trade unions
- Industry associations
- Sport and recreation groups (e.g. Scouts)
- Culture and arts organisations
- Schools in general
- International aid
- Outcomes outside Queensland or PNG
- Unincorporated associations generally

Section 5 – Fundraising Guidance

Fundraising Activities

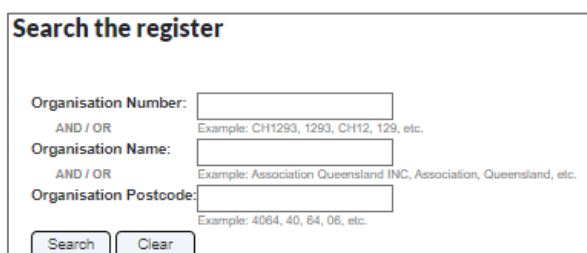
Fundraising differs from donating because it often involves an event, activity or purchase in return for a contribution, and donations made through fundraising activities are not always tax deductible. Members and Teams may raise funds through activities such as raffles, community events, dinners, merchandise sales and other charity-led fundraising initiatives.

Charitable fundraising activities in Queensland are regulated by the Office of Fair Trading (OFT). To fundraise in Queensland, a charity needs to be entered on the OFT's register of charities and associations.

How to check a charity's authority to fundraise

To check a charity's authorisation to fundraise in Queensland:

1. Go to the OFT's website: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association>
2. Enter the Organisation Name in the field, then click on Search:



3. A charity with authorisation to conduct fundraising appeals in Queensland is issued with a Charity Organisation Number (displayed as CHXXXX). In the following example, if the Toowoomba and District Masonic Council are considering supporting Protea Place, they can talk to the charity about a fundraising event as Protea Place has authorisation to fundraise in Queensland, as indicated by its charitable organisation number: CH3188.

Org No	Name	Postcode
CH3188	PROTEA PLACE INC.	4350
IA58263	PROTEA PLACE INC.	4350

Important Requirements

Before running a fundraising activity:

- Please check with your chosen charity that they approve of your fundraising activity.
- The activity must be conducted under the charity's guidance.

Evidence Required

For fundraising activities, applicants must provide:

- A bank deposit receipt; or
- A letter from the charity confirming receipt of funds together with evidence of the deposit.

Section 6 – Volunteering Guidance

What counts as volunteering?

Volunteering is unpaid work undertaken by choice that benefits the community through a not-for-profit organisation. Volunteers complement paid staff and help address community needs.

Dollars 4 Doers provides a financial donation from HHP that matches an amount of time given by a Member to a charity of the Member's choice. This allows Members who contribute their time and skills rather than money, to also access support from HHP.

Volunteering restrictions

Members should work with their chosen charity to ensure that the volunteering activity they undertake is designed to be aligned with what the charity needs.

For the safety of Members, volunteering activities that require emergency or rescue work, driving vehicles or working directly with animals, are generally not eligible under the Matched Giving program. Please check with us if you have questions or would like to discuss potential exceptions.

Expectations of Partner Charities

Members engaging in volunteering must check that their chosen charity can:

- provide evidence of current volunteers' insurance
- provide a copy of the organisation's volunteer policy
- provide orientation and, where relevant, training to Members who volunteer
- comply with all federal and state occupational health and safety regulations
- comply with all federal and state equal opportunity and anti-discrimination legislation
- comply with all privacy principles in dealing with confidential and personal information
- not use Members in a voluntary capacity to fill a position previously held by a paid worker or to do the work of paid employees during industrial disputes.

Volunteer Value

Volunteer time is matched at \$50 per person per hour.

Section 7 – How to Apply

Once a Member or Team has made a donation or completed their volunteer hours with an eligible charity, they complete the relevant HHP application form and email a copy to info@handheartpocket.org.au along with supporting evidence. Please see below:

Activity	Evidence Required	Application Forms
Donation	Tax-deductible receipt showing amount, charity name, ABN and date	Individual application form OR Team application form
Fundraising	Deposit receipt or charity confirmation plus evidence of deposit	
Volunteering	Letter from charity confirming hours, dates and ABN	

Step 1

Choose an eligible charity:

- ACNC registered – [check here](#)
- DGR1 endorsed
- Queensland or PNG focus
- Supports people in need

See Section 4 or email info@handheartpocket.org.au or call (07) 3493 6000.

Step 2

Donate, fundraise or volunteer. Either individually or in a team.

Step 3

Keep evidence. See table above for details.

Step 4

Complete your application, using either our Individual or Team Application Form and remembering to attach your supporting evidence (see table above for details).

Step 5

Submit your application to Hand Heart Pocket, either by emailing info@handheartpocket.org.au or by post:

Post to PO Box 1202
Fortitude Valley Qld 4006

Step 6

Hand Heart Pocket will review your application and confirm the outcome. If approved, your chosen charity will receive an email from Good2Give inviting them to complete a short onboarding process so funds can be disbursed.

Section 8 – FAQs

1. How do I know if our charity qualifies?

Your charity must be: (1) registered with the ACNC, (2) hold DGR Cat 1 status, (3) have a Queensland or PNG focus, and (4) support people in need. Check at abr.business.gov.au or email HHP at info@handheartpocket.org.au before committing to any activity.

2. Can our Team support more than one charity?

You can apply for Matched Giving for donations or volunteering activities at different charities as long as each charity meets all eligibility criteria, and a separate application is made for each charity. Only one Team application can be submitted and assessed at a time. Contact HHP to discuss.

3. Is there a financial year cap?

Individual Members have a financial year cap of **\$500 per person**.

Teams do not have a financial year cap, but HHP will only match **up to \$15,000 per application**.

4. Can I submit an Individual application and be part of a Team at the same time?

Yes, Members can submit Individual applications at the same time as participating in a Team, but their donations and/or volunteering can only be counted and matched once. In other words, you can't have your donations or volunteering hours matched under both an Individual application and a Team application.

5. Can I run my own fundraising event?

Yes, provided the activity is conducted with the charity's permission and under their guidance. Please check the charity is authorised to fundraise in Queensland (see page 8).

6. How does volunteer matching work?

HHP values Team/Member volunteer time at **\$50 per person per hour**.

7. When does a Member use Individual Dollars-4-Doers vs Team Dollars-4-Doers?

Use Individual Dollars-4-Doers when a Member volunteers alone. Use Team Dollars-4-Doers when Members volunteer together as a group – this results in a higher total matched amount and should be applied for under the Team application, not an individual application.

8. What volunteer activities cannot be matched?

Activities requiring emergency response, rescue work, vehicle driving or direct work with animals are generally not eligible. Please call us to check if you're unsure or wish to discuss potential exceptions.

9. What evidence do I need to attach to my application?

- **For donations:** a tax-deductible receipt from the charity showing the amount, charity name, ABN, and date.
- **For fundraising:** a bank deposit receipt or letter from the charity with a bank statement showing the relevant deposit.
- **For volunteering:** a letter from the charity on their letterhead showing total hours volunteered, dates, and the charity's name and ABN.

10. What happens after I submit?

HHP reviews the application and, if approved, Good2Give disburses the matched amount in line with usual Matched Giving processes.