



Donation through Workplace Giving



Workplace Giving

Helping out shouldn't be hard.

Especially when it's as beneficial as collective giving.

Just a few dollars in your pay each week can make a big difference.

The Cardinia Community Foundation is a registered charity bringing together the financial resources of many to support not-for-profit organisations dedicated to improving the lives of people in Cardinia. We create a community chest (endowment) in perpetuity that will respond to the needs of our community, both now and into the future. We run yearly community grant programs that focus on six key areas: education, health and wellbeing, social cohesion, the environment, the arts and crisis support, which aligns with the Cardinia Shire's Liveability Plan.

Our current focus is on the cost of living crisis and the impact on housing affordability and food insecurity.

How does it work?

You can choose an amount to be donated each pay cycle. Your employer will deduct it from your pay and it will then be passed onto the Foundation.

Contact us if your employer doesn't have the Cardinia Community Foundation as an option for Workplace Giving.



Employer Guide

Workplace Giving

Bring your organisations value and culture to life

Help your teams create social change by giving back to the region in which they work, live and play.

Workplace giving is a form of fundraising whereby the employee agrees to give a regular contribution through payroll.

The organisation can choose if the contribution is a pre-tax or post-tax deduction before the program is set up.

Watch as your employees unite around a shared cause, whilst helping create a greater impact for the Cardinia community.

You also have the option to maximise your employees generosity by matching their giving or running special events to support the Foundation.



Shared
Purpose



Giving
Culture



Matched Giving
Opportunity



A thriving
Cardinia

How to sign up

- Have one of our team come and speak with your employees
- Fill in our form to get set up
- Ask payroll to set up a new category - either a salary sacrifice pre-tax deduction or workplace giving donation after-tax deduction
- You're now ready to start Workplace Giving

Employer Signup Workplace Giving



Company Details:

Company Name:

ABN:

Email:

Phone Number:

Address:

Contact Details:

Best Contact - Payroll:

Best Contact - Accounts Payable:

Email:

Email :

Phone Number:

Phone Number:

Payroll Frequency:

Agreement

I/we agree to deposit funds to the Cardinia Community Foundation on the same day the employee is paid:

Name:

Role:

Signature:

Date:

Name: Cardinia Community Foundation

BSB: 633 000

Acc: 152 851 903

Reference: Your Business name

Please email your file after each pay to admin@cardiniafoundation.org



Workplace Giving

Employee Details:

Employee Name:

Employee number (if applicable):

Email:

Phone Number:

Donation:

I wish to commence my Workplace Giving donation with the amount of \$..... per pay cycle.

I need to cancel my Workplace Giving contribution

By ticking this box I agree for my details to be shared with the Cardinia Community Foundation to receive newsletters and updated via email

Agreement

I agree to deduct funds from each pay cycle:

Signature:

Date:

Thank you for signing up to Workplace Giving to help build a stronger community in the Cardinia Shire. Cardinia Community Foundation will handle your details in accordance with our Privacy Policy.

Frequently Asked Questions

What are the benefits of donating through Workplace Giving (WPG)?

It's easy to set up, you are not only making a regular donation, but you are helping the Cardinia Community Foundation support local communities. You will be able to chat with your co workers about the impact you are making across Cardinia to help encourage others to donate.

How much of my donation is going to the Cardinia Community Foundation?

100% of your donation will go to the Cardinia Community Foundation.

How much should I give?

It's up to you. Small amounts often, add up. Or if your financial position allows, larger donations are always welcomed and make a bigger impact.

Will my details be given to the charity?

It's your choice. You can opt in or out to receive updates from the Cardinia Community Foundation. Your payroll will only share your details with us if you want them to. If you've opted out consider staying in touch by signing up to our newsletter or checking out our LinkedIn and Facebook channels.

What does Cardinia Foundation do with my details if I opt in to share my details?

The Cardinia Foundation will use your information in accordance with the privacy act. You will be added to a newsletter list and you have the option to unsubscribe at any time.

Will the charity acknowledge my donation personally?

No. The Cardinia Community Foundation will acknowledge your donation directly to your employer who will keep track of the donations you have made and provide you with a summary at the end of the financial year on your payment summary.

Can I still claim a tax refund on my donation?

Pre-tax - no, as it is a salary sacrifice and affected your tax each pay cycle, it cannot be claimed again. The business will claim the deduction as a donation.

Post-Tax - yes, your donation is processed from your post-tax income and your donation will be shown on your income statement. Donation of over \$2 can be claimed as a tax deduction as the Cardinia Community Foundation Trust is a Deductible Gift Recipient (ABN 69 697 426 233)

Can I change my donation after I have submitted my pledge form?

Yes, you can change your donation simply by resubmitting the donation form to payroll. Your payroll will determine the notice period required to change donation amount.

