



# Community Foundation

## Guidelines for fundraising in aid of funds at the Community Foundation

Thank you for choosing to support the Community Foundation by organising fundraising in aid of our work. We are very grateful for all the time, effort and money given by supporters which enables us to have such a big impact on all who live and work in our region.

However, the Community Foundation has a range of responsibilities which affect the way we carry out our fundraising, whether or not it is done by volunteers, other supporters or employees. Some are legal or regulatory requirements and all have an ethical dimension. So these guidelines are designed to help you and us stay within the law and the fundraising Code of Practice which we follow and which you can read here [www.fundraisingregulator.org.uk/code-of-fundraising-practice](http://www.fundraisingregulator.org.uk/code-of-fundraising-practice)

### Who these guidelines are for

These guidelines should be followed by anyone other than our employees who carries out fundraising in aid of the Community Foundation, including to support a particular fund we hold. Fundraising includes a wide range of activities from hosting dinners and coffee mornings, to taking part in sponsored events and organising raffles and collections.

Some volunteering roles are formal ones, for example being one of our trustees. Fundraising done by such volunteers is very closely linked to us and we are legally responsible for it since the person is **acting on behalf of** the Community Foundation. Other roles are less formal, for example if you decide to organise a coffee morning and give the proceeds to a fund at the Community Foundation. This is called '**acting in aid of**'. We are not legally responsible for this kind of volunteering, but the guidelines set out below still apply.

### 1. Make sure we know

Please let us know your plans as soon as possible so that we can support you in making the fundraising effective and staying within the law.

If you are producing any materials to support your fundraising, please show us prior to printing or online publication and please include the following wording: '**We are fundraising in aid of Community Foundation Tyne and Wear and Northumberland Registered Charity No. 700510**'.

### 2. Think about Health & Safety and Safeguarding

It's the cause of lots of jokes and complaints, but making sure people are safe at an event is really important. You may need to carry out a risk assessment, and if you are providing food and drink, especially if people are paying for it, then you need to comply with food safety laws and regulations. If you are selling alcohol to the public then you also need a liquor licence. The Health and Safety Executive has some guidelines about how to carry out a risk assessment here: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

Special attention should be paid if children or vulnerable adults are involved in an event or other activity. The Northern Irish organisation Volunteer Now has a protocol for assessing risk involving vulnerable adults [www.volunteernow.co.uk/fs/doc/publications/vn-sva-section-5.pdf](http://www.volunteernow.co.uk/fs/doc/publications/vn-sva-section-5.pdf) and the Institute of Fundraising has excellent advice on the protection of children at fundraising events [www.institute-of-fundraising.org.uk/library/fundraising-with-children/](http://www.institute-of-fundraising.org.uk/library/fundraising-with-children/). We endorse these and ask you to refer to them if working with children.

Depending on the nature of your event you may want to think about insurance. The Community Foundation's own insurance does not cover fundraising or events undertaken in aid of the Community Foundation by volunteers.

### 3. Think about money, especially cash

If you are receiving cash then you need to think about how it will be kept secure. If a significant quantity is involved, then it is best to have two people involved at all times in cash handling. That way it is more secure, and you have the assurance that someone else has been involved. You need to get the cash to the Community Foundation as soon as possible after you raise it.

For any non-cash payments we ask that you get the money to us within one month of a fundraising event. **Cheques must be made payable to 'Community Foundation Tyne and Wear and Northumberland'**. Our bank will not accept cheques made out in any other way, so this is especially important to remember when you are holding an event to support a particular fund at the Community Foundation. A cheque made out to 'The ABC123 Fund' or 'The ABC123 fund at the Community Foundation' cannot be processed and will be returned.

We will make sure that any money you raise for a specific fund at the Community Foundation is credited to that fund when we receive it. If you would prefer to make a bank transfer then please contact us for our bank details.

### 4. Think about Gift Aid

Gift Aid means that donations to the Community Foundation are worth 25% more. The simplest way for us to claim Gift Aid is for cheques to be made payable to the 'Community Foundation Tyne and Wear and Northumberland' and accompanied by a Gift Aid form which we can supply.

Another simple and easy way for you to accept donations and ensure we can collect Gift Aid is to use online fundraising tools. We suggest Just Giving which is quick and easy to set up. Alternatively, if you are organising a sponsored event and collecting money yourself, you can ask people to give you their name and address and tick a 'Gift Aid' box on the sponsor form. We can give you a sample form and wording that you can use.

**Please note, you cannot collect money from friends and sponsors and then give all the money as a Gift Aid donation from yourself.** This would not satisfy the Gift Aid rules, since you have to make Gift Aid gifts out of your own income, not someone else's.

## 5. Think about people's privacy

The Community Foundation has to comply with data protection laws and regulation. That means that anyone who is on our database must know that they are on it and what we do with their data. We promise people not to share their data with any other organisation or person, other than for the Community Foundation's own use.

This means that when you are volunteering to raise funds in aid of the Community Foundation, you must not share information about people for any purpose other than the Community Foundation's. For example, an invitation list to an event is confidential and should not be shared beyond the group of people being invited.

A helpful way to think about what is appropriate or not is to ask yourself 'Would the person concerned be happy if they knew I was using or sharing information about them in this way?' If the answer is 'no' then use of data in that way is probably not lawful.

## 6. Think about whether permissions are needed

### *Street collections*

The Community Foundation's policy is that we do not undertake street collections, so we ask you not to do so when you are fundraising in aid of a fund at the Community Foundation.

### *Private premises and homes*

Collections on private premises may be carried out with the permission of the owner of the property. No special permits or permissions are needed for collections in private homes, but you still need to think about other things, including cash handling, Gift Aid, and matters to do with people's privacy.

### *Raffles and Lotteries*

The terms raffle and lottery are used interchangeably, and they are one of the most heavily regulated areas of fundraising because they are a form of gambling. You can hold a raffle if it takes place during a non-commercial event and if the raffle happens on the premises where the event is taking place. We ask you not to undertake any other form of raffle or lottery in aid of a fund at the Community Foundation.

Lotteries and raffles which are promoted to the general public, as opposed to those open only to members of a workplace, or society, or single dwelling require a licence from the local authority or the Gambling Commission depending on their size. Details are available at [www.fundraisingregulator.org.uk/l13-0-raffles-lotteries/](http://www.fundraisingregulator.org.uk/l13-0-raffles-lotteries/).

## Summary

- Everyone fundraising for the Community Foundation or one of the funds we hold should read and follow this guidance.
- Always tell us what you are planning to do to support the Community Foundation.
- Be aware of your legal responsibilities.
- Be aware of your health and safety responsibilities.
- Gift Aid forms should always be signed by the donor, not the collector.
- Cash should always be paid in as soon as reasonably possible.
- Funds raised should be sent to the Community Foundation within a month of any event.
- Payments should always be made to Community Foundation Tyne & Wear and Northumberland.
- Please do not run street collections or raffles or lotteries which are promoted to the general public in aid of the Community Foundation.

## Questions and further help

If you have any questions about these guidelines or about how to plan fundraising in aid of the Community Foundation, please contact Iain Riddell, Development & Marketing Officer on 0191 222 0945 or email [ir@communityfoundation.org.uk](mailto:ir@communityfoundation.org.uk)

Further resources on fundraising in aid of charities are available via the links below  
[www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/volunteer-fundraising-guidance](http://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/volunteer-fundraising-guidance)

[www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/](http://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/)

Community Foundation  
Philanthropy House, Woodbine Road  
Newcastle upon Tyne NE3 1DD

Serving Tyne & Wear and Northumberland [www.communityfoundation.org.uk](http://www.communityfoundation.org.uk)

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