



## Guidelines for fundraising in aid of funds at Community Foundation North East

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.

The Community Foundation has a range of legal and regulatory responsibilities which cover how we can fundraise, whether that's done by volunteers, supporters or staff. Our fundraising guidelines ensure we stay within the law and the Fundraising Regulator's Code of Fundraising Practice which we must follow. You can read it 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 must be followed by anyone other than our staff who fundraises in aid of the Community Foundation, including for a particular fund we hold. Fundraising includes a range of activities from hosting dinners and coffee mornings, to taking part in sponsored events and organising raffles and collections.

Some volunteer roles are formal, for example being one of our trustees. Fundraising done by formal volunteers is closely linked to us and we are legally responsible for it, as 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 North East registered charity No. 700510**'.

### 2. Think about health and safety and safeguarding

Making sure people are safe at any fundraising 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 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)

You should pay special attention if children or vulnerable adults are involved in an event or other fundraising activity. The Code of Fundraising Practice has a section specifically on fundraising involving children and vulnerable people

<https://www.fundraisingregulator.org.uk/code/standards-which-apply-working-others/fundraising-involving-children-and-people-vulnerable>

NCVO has guidance on involving children and vulnerable adults in fundraising events and activities <https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-fundraising-managers/people-in-need-of-safeguarding-while-fundraising#section-3>. We endorse these and ask you to refer to them if working with children or vulnerable adults.

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 us or funds by volunteers.

### 3. Think about money, especially cash

If you are receiving cash, you need to make sure it will be kept secure. If significant sums are involved, then it's best to have two people involved at all times in cash handling. You need to get cash to the Community Foundation as soon as possible after you raise it.

For any non-cash payments, we ask that you get money to us within one month of your fundraising event. **Cheques must be made payable to 'Community Foundation North East'**. Our bank won't accept cheques made out in any other way. So this is really important to remember if 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' can't be processed and will be returned.

We 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, please contact us for our bank details.

### 4. Think about Gift Aid

Gift Aid means that donations to the Community Foundation from qualifying UK taxpayers are worth 25% more. The simplest way for us to claim Gift Aid is for cheques to be made payable to 'Community Foundation North East' and accompanied by a Gift Aid form (which we can supply).

Another easy way for you to ensure we can collect Gift Aid is to use online fundraising tools. We suggest a Just Giving page which is quick and easy to set up, or we use Enthuse accessed via the 'donate' button on our website homepage. 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 personally collect money from friends and sponsors and then give all the money as a Gift Aid donation from you.** This wouldn't satisfy Gift Aid rules, since qualifying gifts must come from donors' own income, not someone else's.

## 5. Think about people's privacy

The Community Foundation must 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're 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.

## 6. Think about whether permissions are needed

### *Street collections*

Our 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 done 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 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 <https://www.fundraisingregulator.org.uk/code-appendix/lotteries>

## Summary

- Everyone fundraising for the Community Foundation or one of the funds we hold must 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 North East.
- Please do not run street collections or raffles or lotteries 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 Lisa Cappleman, Head of Giving & Philanthropy, on 0191 222 0945 or email [lc@communityfoundation.org.uk](mailto:lc@communityfoundation.org.uk)

Further information on fundraising in aid of charities is available via the links below <https://www.fundraisingregulator.org.uk/code/working-with-others/volunteers>

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