

The Grand Challenge

Papworth Trust's Apprentice Style Fundraising Contest

Visit: www.grandchallenge.org.uk

Start Date – 1st October 2008

Finish Date – 31st December 2008



General Fundraising Guidelines

General

- If you have any problems or require guidance and advice then the Papworth Fundraising Team are here to help you. They can be contacted through The Grand Challenge website at www.grandchallenge.org.uk or telephone 01480 357257 or e-mail grandchallenge@papworth.org.uk.
- If you have a question for the judges please email it to them via The Grand Challenge website.
- **We would like each team to submit their ideas to the Development Team at Papworth Trust by 31st October 2008 on the enclosed sheet.** This will allow the Fundraising Team at Papworth to send the relevant advice sheets for each team's initiative(s). If you need additional information immediately about the potential legal requirements associated with your initiative, you can visit the Institute of Fundraising website at: www.institute-of-fundraising.org.uk and look through the *Codes of Fundraising Practice*.
- All budgets must be fully documented for submission at the end of the Challenge for judging. **Budget sheets are enclosed for completion by each team.**
- Organisers must ensure compliance with data protection legislation. Further information can be found at www.informationcommissioner.gov.uk
- Hold regular progress meetings with your team members and make sure that all decisions and planning is documented for submission, if required, during the awards process.
- Do not make any arrangements with suppliers or other company contacts without first getting full permission from your company.
- Make sure that your Company and all relevant people are informed of what you are doing and that any meetings or absences from the office scheduled in work time have the full agreement of your line manager.



Marketing and Publicity

Using the Papworth Trust logo

- The Papworth Trust has a set of guidelines available for anyone wishing to use the Trust logo on materials or products. Please contact us if you would like to receive a copy.
- Please contact the Fundraising team who will be happy to advise you on your specific query.

Press Releases

- We obviously have no objection to your writing and circulating your own press releases to promote your events and activities. However, all press releases **MUST** be signed-off by the Papworth Trust Marketing team before release. Please make sure that you allow plenty of time for this process.

Advertising

- Public advertisements for any event in England and Wales must not contravene the Town and Country Planning Act 1990, the Control of Advertisements Regulations 1992 issued under it or the Highways Act 1980.
- There are also laws concerning the public display of advertisements generally and on the highway. Consent for billboard type advertisements should be obtained from the local planning authority, from where further information can also be obtained.

Health and Safety

First Aid

- Under the Health and Safety Regulations 1981 first aid must be provided to employees. Whilst these regulations only apply to the provision of first aid to employees, organisations must also make adequate first aid provision to other people involved in an event.

Product Safety

- Any products being sold must comply with safety standards. There are numerous standards for different types of products and further details can be found by contacting the relevant local authority Trading Standards or Consumer Safety Departments.



Food Safety

- Any food being supplied must comply with the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and other regulations applying to specific types of food. For further information contact the Environmental Health Department of the relevant local authority. All caterers should have relevant and up to date Health and Safety certificates which they will produce upon request.

Health and Safety

- Under the Health and Safety at Work Act 1974 an organisation will be responsible for breaches of health and safety at any event it organises, e.g. failing to ensure that fire escapes are not blocked.
- A risk assessment should be carried out and recorded for all events/activities. No-one should take on an event/activity unless you are confident that you are able to do so safely for all staff, volunteers and participants.

Financial Guidance

- All trading, activities and events **MUST** be completed by the **31st December 2008**.
- You will have until the **31st January 2009** to collect any money and get your payment into the Papworth Trust. The total we receive from you by that date will be entered into The Grand Challenge competition. If you receive further money after that date the Charity will of course gratefully receive it but it **WILL NOT** be eligible for the competition.
- You should keep records of all your financial transactions in order that you can account for all monies. You are required to submit a **budget sheet** with your total funds at the end of The Grand Challenge.
- If you feel that your initiative will involve many monetary transactions it may be advisable to set up a Grand Challenge bank account in order that all your monies are accounted for and two members of the team become signatories.

Dealing with Cash

- All cash received should be counted, collected and recorded by two individuals, wherever possible.
- Cash needs to be counted in a secure environment and held in a secure place until it is possible to bank it.



- Procedures need to be put in place if money cannot be banked immediately, handling procedures should be agreed in advance. Cash should never be left unattended.
- In some cases consideration should be made to temporary insurance cover particularly if you are transporting or dealing with large amounts of cash.
- If floats are used they should be signed for by a nominated individual. Where petty cash expenditure is paid from the float this ought to be recorded and receipts kept.
- If tickets are sold endeavour to sell them before the event. If sold at the event they should be pre-numbered and sales and takings reconciled.

Gift aid

- **Where possible you should encourage your sponsors to gift aid their donations.** In order to be able to qualify to gift aid a donation the sponsor must pay income tax or capital gains tax. If 'gift aided' Papworth Trust can claim an extra 28p in every £1 donated from the Inland Revenue.
 - In order for us to claim the gift aid we need to have supporting paperwork. We can provide you with the appropriate papers but you will need to ensure that these are completed correctly, collected and sent to us along with the completed **budget sheet** at the end of The Grand Challenge. Please contact us if you would like to receive a copy of the **gift aid declaration form**.
 - You will see from the **budget sheet** that gift aid can be added to your donation being entered into The Grand Challenge competition as long as we receive all of the necessary paperwork.