

Fundraising Toolkit

One of the best ways to meet your neighbours is to invite them to a fun and involving community event. Why not try your hand at raising some money for your community project. In our toolkit you will find lots of useful information and ideas to help you involve people and raise money for neighbourhood projects.

Near Neighbours would love to hear about what you are doing in your community. Please let us know in advance and we can help publicise it through our social media and provide you with help and advice.

Always fundraise responsibly - Ensure that no person or property is put at risk, or their faith principles or values are compromised. It is essential that any fundraising activity or event should be run legally and safely. It is the responsibility of the event's organisers to ensure compliance with legal, safeguarding, insurance, health and safety standards. Please contact your local Near Neighbours Coordinator for help and advice.

Your Event and the Law

Will I need a licence?

You will need a license and or special permission if your event involves the following:

- Music and dancing
- Sale of alcohol
- Extended hours of licensed premises
- Provision of food and drink
- Copyright and royalties for drama or film show
- Collecting money or selling goods in a public place
- Activity on Public Roads

Always state that the event is in aid of your project, quoting Registered Charity/Company numbers. Your local council is likely to be your licensing authority, ask them for advice.

Bear in mind:

- It is illegal to sell cigarettes, alcohol, solvents, or knives to children, so avoid this.
- If you have children helping at your event you need to get parental permission and we advise that you do a risk assessment. It is illegal to let children under 16 collect money from the public without an adult with them.
- If your event will be held on private property, you will need to get permission from the owner.
- If you intend to release photographs from the event on social media, or use them in promotion of your group, you will need to get signed permission from everyone in the photo, particular children, young people, and vulnerable adults. (See our photograph/video consent form template.) One way to help photographers at the event is to issue a lanyard or badge to people who have not given consent so that they are easily identifiable.
- Please do not collect money door-to-door - this is illegal without a licence.

The advice given here is intended to provide general guidance only and you should always check current government guidelines on the above issues.

Safety Considerations

Venue:

- Make sure your chosen venue has everything you need, like good lighting, toilet facilities and easy access.
- Are there suitable facilities for your disabled guests? Do you require level access, an induction loop, or British Sign Language interpreter?
- How is the parking around your venue? Will you need parking attendants? Is there a parking or congestion charge to be aware of?
- Do you know the maximum amount of people you are legally allowed to have in your venue? By law you cannot exceed this safety capacity.
- Ensure you do not obstruct your fire/emergency exit points.
- Make sure your helpers have adequate supervision and clear instructions about their role at your event.

Equipment:

- Make sure that any portable electrical equipment you may use has been tested and proved safe. When positioning this please ensure you do not have lots of trailing electrical cables to trip over. Bring duct tape to secure any loose wires.
- Make sure whoever is going to operate the equipment knows how to use it and feels comfortable with it. (Have a practice well before the event).
- Make sure tables (especially folding ones) are set up properly and are not overloaded.
- Use trolleys, if possible, rather than lifting heavy equipment and hurting yourself or your helpers.

First Aid & Emergency Measures:

- Ensure you have adequate emergency and First Aid measures in place and that your helpers are aware of your procedures for an emergency situation.
- Do you need to notify the police or fire brigade of your event?
- Will you need a qualified First Aider on site?
- Have a telephone or mobile available for emergency use.
- Make sure you know where emergency exits, fire extinguishers, etc are located before your event.

Food & Refreshments:

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate.
- If you don't have anyone who has this, make sure all food handlers read the Food Standards Agency's leaflet 'Guide to Food hygiene' you can get this free from:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

- If you are having a BBQ, follow the guidance from the Food Standards Agency: <https://www.food.gov.uk/safety-hygiene/bbq-food-safety>
- Don't forget to label any foods that may contain nuts or other allergens.
- Keep children and animals out of food preparation areas.
- Provide appropriate protective clothing (aprons, plastic gloves, hair nets, etc.)

Children and Young People:

- Make sure all children are adequately supervised.
- Remember it is illegal to let children under 16 collect money from the public without an adult with them.
- Have you made a contingency plan for the unexpected, i.e. how to deal with lost children?

Money:

- Keep the money in a lockable and secured box.
- When carrying or counting money, don't be alone.
- Don't put your personal safety in jeopardy by tackling a thief.

Waste:

- Dispose of any rubbish or waste material safely
- Avoid the use of hazardous cleaning products and have protective clothing available for helpers.

Remember that the Health and Safety at Work Act 1974 applies to volunteers as well as paid workers. You will need to consider whether and how your event could be harmful – to organisers, guests, volunteers, helpers, and the public, and think how you can minimise the risk.

We strongly recommend that you check you have adequate insurance (e.g. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned. It is the responsibility of those joining in activities to ensure they are fit enough to take part.

Event Planning Steps

Step One: What, When and Where?

- **What?** - If you haven't decided what you are going to do for your event, then make your decision now. Think about all the people skills and resources available to you and keep in mind that the simple ideas often work best. Perhaps our 'A to Z of Fundraising Ideas' will help. Decide what you want to do, then what you will need to achieve it. How many helpers will you need and what equipment is available for you?
- **When?** - Does the date clash with any major/national fundraising event or faith festival? Allow enough time to get all your preparations done, so that you are not stressed and rushing. When things are running well, then you can set your date for your event.
- **Where?** - Choose the right venue for your event, bearing in mind your plans, your budget etc. If you are having to pay for the venue, how much is it? Do you need to pay a deposit? Will you lose it if you have to cancel? Do you have disabled access? Is there enough room/seating/tables? Have you checked it is available on the date you want it? Is there onsite catering? Have you checked they can do what you want? Is yours an outside event? What if it rains?
- **Finance** - Have you got an idea of how much your event will raise? Will you make enough money to cover outgoings? Do you have a budget to ease the burden? Will you need to sell tickets? Can you add any other ideas to the event to raise even more money? Maybe you can sell refreshments?
- **Legal** - Do you need an entertainment licence? Does your event need to be insured? Have you done a risk assessment? Will you need first-aiders present?

Step Two: Organise Tasks and Helpers

- **Delegation** - Will you need a committee or team of helpers? Do they know their tasks? Get your helpers to agree to do certain tasks and then make a list of who is doing what. Keep an eye on your deadlines on your date/time planner. Decide if you need a committee to share the work. A date/time planner may help you see what needs to be done, especially if it goes backwards from the event date.
- **Safety** - Don't forget to do a Risk Assessment on your chosen venue and also check if you need permissions or licenses to hold your event. See the Health and Safety Executive's website for guidance and templates: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>
- **Young People** - You will need to prepare time/event plans showing the named adults who are responsible for the supervision of children & young people and or vulnerable adults. Make your team aware of lost children arrangements and ensure posters are in place at the event. You may wish to prepare posters asking parents to supervise their children at all times. Make sure someone in your team is aware of safeguarding practice and procedure. If you need help with any issues arising from child/vulnerable adult safety,

contact your project's safeguarding officer, who will put you in touch with appropriate advice.

- **Equipment** - Do you need any sound or audio equipment? Will this cost? If so, how much? If you need to give a deposit, will you lose it if you have to cancel the event?

Step Three: Publicise your Event

- Who do you want to attract to your event? Design your advertising accordingly. Remember that different people will see different media. Millennials use Facebook more, older people respond to emails and print media, whereas younger people primarily use apps such as Instagram and TikTok.
- Use every available medium to publicise your event for free. You can use emails, social media and many local radio stations and papers will publicise charity events for free. Send a press release to the local media and post it on social media.
- Are you going to make flyers, posters, or invitations? Who will make them? How many? Have you factored in the cost for these in your budget?
- Monitor the invitation acceptances, whether from attendees or participants, so you can plan how much food, etc you require.

Step Four: On the Day

- **Finance** - How are you going to collect the money? Before, during or after? Have you got a safe place to keep the money? Have you organised a witness/helper for counting the money? Make sure you keep a separate account so you can show evidence of how the money was handled.
- **Safety** - Try and put in place contingency plans for any last-minute emergencies. Have different people in charge of different tasks and ensure your team knows who is doing what. Have first-aiders available and possibly security too. Have someone be responsible for ensuring you are following your safeguarding procedures.
- Have you organised your helpers for the event? Are they aware of their duties, before and on the night?
- Have a team delegated ready for the post-event clean up.

Step Five: After the Event

- Count the money raised together with another responsible person. Then pass the money to your project's treasurer who can ensure it is put in a secure place. It should be deposited in the bank at the earliest opportunity.
- Evaluate how things went and how you may improve them if you repeated the event.
- Give your helpers a big 'Thank you!' - the event would have been impossible without them.
- Give yourself a big pat on the back for becoming a successful fundraiser.

A to Z of Neighbourhood Fundraising Ideas

A:

Aerobathon

Why not get friends and family to sponsor you as you get fit, how many hours you can keep going?

Antiques Fair

See what trash or treasure you and your friends have in your spare room and auction them for a worthy cause.

Art Exhibition

Ask the children or adults in your area to draw a picture and then organise an exhibition for an entrance fee, of course! You could even sell the works produced.

Assault Course

It can be as easy or hard as you want, then charge people a fee to complete the course (ensuring safety at all times).

Auction of promises

Everybody has hidden talents. People will pay handsomely to have a room decorated or a dinner party catered for.

B:

Baby Picture Quiz

Which baby are you? An exhibition of baby photos where people pay to guess who's who.

Barmy Bath

Are you keen enough to raise money for to sit in a bath of gunge? The list of potential disgusting goo is endless.

Ball

Organise a grand ball for everyone you know and charge for tickets.

Balloon Race

Everybody buys a labelled balloon (biodegradable), and they are set off at a pre-arranged venue. The person whose balloon travels furthest wins a prize.

Barn Dance

Do you know how to dosey-do? Teach your friends for a fee!

BBQ

Arrange to have two or three people bring the BBQs to your garden and there you have it - a BBQ party, why not try a vegetarian/vegan/halal/kosher barbeque with your interfaith neighbours.

Bike Ride

Plan a safe route that's suitable for all and off you go gaining sponsorship for each mile you do.

Body Waxing

Do you have the nerve, or can you find a volunteer to have a body part waxed for a noble cause?

Book Sale

Collect everyone's second-hand books and sell them on.

Bring & Buy Sale

One person's junk is another's treasure - all those car boot sales can't be wrong.

Big Lunch Party

Get your friends and organise a cook up, but don't forget to charge!

Bungee Jumping

Are you brave enough? Is anyone you know brave enough? Get them sponsored and see them fly. (It is essential to work with an approved bungee jump organisation.)

Business Sponsor

See if you can get a local business to match what you raise pound for pound or maybe give you a contribution in kind such as a prize for a competition.

C:

Car Boot Sales

On person's junk is another's treasure-all those car boot sales can't be wrong.

Car Treasure Hunt

Get someone clever to arrange clues for a car treasure hunt. Have a prize for the first one to get all the answers. (Encourage everyone to drive well within the speed limit and take road safety seriously.)

Car Washing

Organise a team of car washers and charge to wash cars; vans, lorries and coaches cost extra.

Carol Singing

Everybody likes carollers, don't they? Make sure they sing all the favourites. Or you could have a festival of faith and cultural music with your interfaith neighbours.

Charity bike

Find out about those special bikes that hold up to 24 people and do a sponsored ride.

Cheese and Wine/Fruit Juice party

Impress your colleagues with your knowledge of wine or exotic fruit juices (and cheese).

Children's Party

Organise a children's party with a cost per head.

Christmas Tree Festivals

Get everyone to dress up their own tree and have a public vote for the winner.

Cards for Festivals

Sell homemade cards to boost your funds for Christmas, Eid, Diwali, Hanukkah.

Craft Fair

Get all your 'crafty' friends to make themed goods for you to sell. You don't need to wait for a festival to hold a Craft sale - get in before the rush!

Coffee Morning

Sell tea, coffee and homemade cakes to your friends and neighbours.

Costume Party

Pick a theme, sell tickets, then get all your guests to dress accordingly.

Cream Teas

Get your pinny on and make cream teas for your friends and neighbours.

D

Dinner

Get your friends to come and have dinner at your house but pay what they would have paid in a restaurant.

Diwali Light Festival

Buy some glow sticks and get the kids to make paper lanterns to hold them, charge an entrance fee and share some Diwali-themed food.

Dress Down/Up for Work

Arrange with your workplace that people can have a mufti day or, if you don't have a dress code, get people to come in black tie and evening dress.

Darts Marathon

24-hour sponsored darts? Or any other sport that you could do for a full day.

Dog Walking

Have all the neighbourhood dogs walked for a fee.

Dutch Auction

This is a type of auction where the auctioneer begins with a high asking price which is lowered until some participant is willing to accept the auctioneer's price.

E

Easter Bonnet Parade

Find the glue and the feathers and get a parade going with an egg for the winner.

Easter Egg Hunt

Get someone with a big garden and hide lots of eggs around it, participants pay an entrance fee.

eBay

Sell your unwanted stuff on eBay and donate the profits.

Eid Iftar

Invite all your neighbours round for a fabulous iftar. Encourage them to support your project.

Eighties Night

Have an eighties disco, with clothes to match (or sixties, or seventies).

Eurovision Party

Host a party and rustle up food from last year's winning country.

F

Face Painting

Can you draw a tiger? A rabbit? A butterfly? (Make sure you use proper skin-friendly face paints).

Fashion Show

Can you persuade a local trader or second-hand shop to let you and your friends model their goods? They can be sold afterwards.

Fast (24hr)

Starve for 24 hours but be careful of knowing any volunteers' medical conditions.

Fish and Chip/Curry/Pizza supper

Get your local fast-food place to donate the food and organise a supper.

Five-a-side Football/Netball/Basketball

Organise teams of budding sportspeople and have a knock-out tournament.

Flower Festival

Get all entrants to display a flower arrangement, then get visitors to vote on the best display.

Fun Run

Arrange routes of different lengths for entrants to compete in.

G

Games Night

Get out the old games, like snakes and ladders and have a knockout competition.

Garage Sale

Clear out all your unwanted goods and sell them.

Garden Party

Tea and cakes on the lawn? How nice - get your sun hat out and entertain your neighbours.

Go-carting

See if your local go-carting track will let you hold a charity tournament.

Golf Tournament

Approach a local club about having a Golf Day and get local businesses to enter teams.

H

Head Shave

Do you know anyone brave (or foolhardy) enough to have their head shaved for charity?

Heritage Walk

Get someone with a good knowledge of your town to guide walks, showing points of interest maybe take in local places of worship and ask for a donation.

Horse Show

This can even be done without the horses - get the parents to jump small obstacles while their kids cheer them on, with a rosette for the winner!

I

Ice Cream Sundaes

Invite people round, buy in a range of ice cream and toppings and get them to make their own designer Sundae for 99p!

Indulgence Days

Get a few friends and have face packs, massage, or manicures - indulge yourselves!

It's a Knockout Tournament

Devise some games, pick your teams, and hold your own 'It's a Knockout' show.

Italian Evening

Pasta, pizza, and friends - what could be better?

J

Jazz Evening

Get your guests to pay to have a song played and sell entrance tickets.

Job swap for a day

What changes would you make if you were boss for the day - what would you make the real boss do?

Jumble Sale

Persuade everyone you know to part with their unwanted goods, then sell them.

K

Karaoke Night

Who's the best singer you know? And who thinks they are?

Kite Flying

See who can keep their kite flying longest. Or make the most colourful kite for an entrance fee.

Kids' Party

Organise a party for your friends' children, with games and refreshments.

L

Ladies' Night

Organise a girls' night in with chick flicks and chocolate.

Lawn Mowing

Enlist some volunteers to mow lawns and charge a fee!

Lucky Dip

Get some prizes and do a prize every time dip barrel.

Lunch Party

Invite people round for lunch to tell them about your community project and charge them for the meal!

Lent

Give something up for lent, then send in the money you save or get people to sponsor you.

M

Mastermind

What would be your specialist subject? Are you a Mastermind?

Marathon or Mini Marathon

Enter the London marathon, Great North Run, or something more local (and shorter).

Murder Mystery Party

Whodunnit? Get your guests to solve your clues.

Musical Evening

Got any musical friends? Put on a concert and charge for entry.

N

Nuggets are Gold

'There's Gold in them thar pits' - Hide gold painted pebbles or fossils or prizes in your sandpit and charge the kids to dig for them.

Netball Competition

Organise a knockout tournament with five-a-side teams.

Noodle Nosh

Invite your friends round for a noodle-based banquet, buy in some food from the local take away and ask for donations.

O

Opulent Party

Get out your glad rags and pearls and drink cocktails/mocktails whilst snacking on hors d'oeuvres.

Opera

Do it properly or have a giggle but host an Opera Night.

Open Air Concert

Have your own open-air concert with a picnic.

P

Pancake Race

Get out the frying pans and see who can complete the course!

Pantomime

Write a script and get all the local folk to play a part.

Parachute Jump

Are you brave (or foolhardy) enough to jump out of a plane?

Personalised Caboodle

Get your project name on some pens, tea towels, etc. and sell them for a profit.

Pet Show

Who has the prettiest cat or the cutest dog? - Do a pet show with small prizes.

Ping Pong Tournament

What's the longest table tennis rally you can get?

Plant Sale

People like to buy plants - sell them for instant profit.

Q

Quiz Night

Get together and hold a quiz night - it can be any subject that suits you.

Quips and funny Quotes night

Organise a light-hearted story telling event where people pay to be entertained

R

Race Night

You can race anything - snails, ferrets or just watch the TV and try to predict the results. You don't have to bet anything just ask for a donation to join in the fun.

Recycling

Lots of places will recycle your cartridges, clothes, phones, etc., and credit your nominated charity.

S

Shoe Shine

Invite people to pay to have their shoes shined.

Silent Auction

Have prizes and a sheet for bids. After a set amount of time, the highest bidder wins.

Skittles

Who do you know that could be a secret skittles champion? (The ones you bowl at, not the ones you eat, but maybe???)

Speed Faithing

2 minutes to meet a neighbour of a different faith. That has to be worth a donation.

Sponsored Bounce

Excellent for little children - how many bounces on a trampoline can they do in a minute?

Stars in their Eyes

Are you a potential Hollywood/Bollywood star? Get a panel to vote on the winner.

Street Party

Host a street party and organise refreshments.

Supermarket Bag Pack

Get the children to pack the bags for change in a bucket - it will soon mount up.

Supper Party

Invite people round for supper and charge them for the meal!

Swear Box

Got a habitual swearer? Get a swear box and charge them every time they slip up!

Swimathon

Get people sponsored to swim either distance or timed amounts. Make sure you have a lifeguard.

T

Talent Contest

Got a talent? Share it in a competition. Have an entry fee and a small prize for the winner.

Tea Dance

This can be a very popular money maker - get the dancers to teach the novices!

Teddy Bear Name Game

Guess the name of the teddy - if you pick the right square - you are the winner.

Teddy Bear Parachute Jump

Children bring their bears to be dropped off by safely secured adults from a high building or a Fire Engine ladder by adults. There is a charge per parachute.

Treasure Hunt

This can be by foot, bike or car and the whole family can join in.

Tree planting

Organise a planting session in your local community orchard or garden and ask local folk to sponsor a tree and at the same time support the people who are planting them.

Trolley Dash

Fancy a couple of minutes free supermarket shopping? Ask your local store if they will host a trolley dash.

Tug of War

You can have adult and child friendly versions of this too.

U

University Challenge

Get your boffins on teams. Make it more fun and place a novice in each team!

Urban sponsored clean

Raise money from entry and clean a local area, like a park or a graffiti-covered wall.

V

Valentines Dance

Organise a dance with a love theme.

Valuation of Antiques

Persuade a local antique dealer to do your own Antiques Roadshow.

Village/Neighbourhood fete

Get a committee together and plan a fete with lots of stalls and attractions.

W

Welly Throwing

How far can the welly be thrown? Do adult & child categories.

(Sponsored) Walk

Or any other sponsored event - you pick.

Wine/Speciality Teas Tasting

One for the adults! If you know someone with a good knowledge of wine/teas, then do a master class.

Word Quiz

Child & Adult categories - how to spell a word and what it means. Form teams of neighbours of different ethnicities and ask questions on faith, culture, and communities from across the world.

X

X Factor Party

Host your own talent show with a prize for the winner.

Y

Yoga Challenge

Hold classes and get everybody to join in at different skill levels.

Z

Zest for Life Lunch

Host a lunch with things that are good for you - use super foods and healthy options.