

# Fundraising F.A.Q's



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0845 300 1818

## 1. What is Gift Aid?

Gift Aid is a simple government initiative, which allows you to increase the value of your donations at no extra cost to you. For every pound given you can get an extra 25 pence from HM Revenue and Customs helping your donations go further.

In addition, HMRC will automatically pay your Group/District a further three pence for every pound donated. This 'transitional relief' - to adjust to the fall in basic rate tax (from 22 per cent to 20 per cent) - is available on Gift Aid donations made from 6 April 2008 until 5 April 2011. This means that for every £1 donated, your charity or CASC can receive 28 pence, so the total value of the donation is £1.28.

So what does this mean in real terms? If a Group had 50 members paying £60 per year it would give them a total income of £3,000 per year. Assuming all of the parents/guardians are tax payers then the potential Gift Aid is around £840 per year.

If you have not claimed Gift Aid before you are entitled to claim back the previous **six years** contributions. Using the Group example above this could give you a one off payment of £5,040.

### **Please Note:**

Until 31 March 2010 claims by Groups/Districts must be made no later than six years after the end of the accounting period to which the claim relates.

After 31 March 2010 claims by Groups/Districts must be made no later than four years after the end of the accounting period to which the claim relates.

For full details on this scheme and how to register please go to the HRMC website:

[http://www.hmrc.gov.uk/charities/gift\\_aid/basics.htm](http://www.hmrc.gov.uk/charities/gift_aid/basics.htm)

To order a Gift Aid Tool Kit go to:

[http://www.hmrc.gov.uk/charities/gift\\_aid/toolkit.htm](http://www.hmrc.gov.uk/charities/gift_aid/toolkit.htm)

## 2. We want to run a raffle/tombola/race night. Do we need a licence?

The information to answer this question can be found on the Lotteries and Gaming Factsheet (FS190025).

## 3. What are the rules for '100/200' clubs?

Please refer to the Lotteries and Gaming Factsheet (FS190025).

## 4. If we run several raffles, e.g. every quarter, do we need to get a licence every time?

Please refer to the Lotteries and Gaming Factsheet (FS190025).

## 5. We want to shake some collection tins in the High Street for Group funds. Is this ok?

Probably not! Street and House-to-House collections are strictly controlled. See the Public Collections Factsheet FS190020 for more details.

## 6. I have heard of Groups fundraising by providing a Christmas post service. How does it work?

In 1981 the Government relaxed the monopoly on the delivery of post allowing charities to carry out this function. It is ideally suited to villages or small towns but with careful planning can operate further afield, perhaps with several Groups working together. The Christmas Post Factsheet FS190002 provides further details.

## 7. Our local church wants to sponsor us. How do we go about it?

It is important that both parties to the agreement know exactly what is expected of them and over what timescale. The Community Sponsorship Factsheet FS320201 contains a draft agreement that you can use.

## 8. As a Group we own our building but do not want to appoint local trustees because they are constantly changing. What can we do?

The Scout Association Trust Corporation (SATC) may be able to help. SATC can act as a sole custodian trustee whilst leaving the day-to-day running in the hands of the Group. Other benefits include safe custody of Title Deeds, permanent trusteeship of property, legal advice on property matters, etc. You can write to The Secretary SATC, Gilwell Park, Chingford, London E4 7QW or telephone 0845 300 1818.

#### **9. Bag packing, what is it?**

Many supermarkets will allow Scouts to 'help' customers pack their shopping bags at the checkouts and carry them to their cars. For this they may receive a small donation into an approved collecting tin/bucket. Arrangements must be made through the local store manager who has the final decision. Insurance will normally be covered by existing arrangements but check with Scout Insurance Services (telephone 01903 768524) if you have any queries. Normal regulations with regard to street collections will apply. See Factsheet FS190020 for more details.

#### **10. I want to set up a justgiving page. What do I do?**

Setting up a page for any fundraising event that Scouts or their supporters wish to take part in is a simple process. Log on to [www.justgiving.com/scouts/raisemoney](http://www.justgiving.com/scouts/raisemoney), click on create page and follow the prompts. Your justgiving page will be in a designated area for Scouts, with the advantage that The Association will pay the administration fees on your behalf - you will receive 100% of the monies raised and the Gift Aid (where applicable). When you have completed your fundraising event contact Pat Cracknell at The Scout Association ([pat.cracknell@scout.org.uk](mailto:pat.cracknell@scout.org.uk)). She will then issue a cheque made payable to the relevant charity/Scout Group that you have raised funds for and then mail it on to the person of your choice. Please note that it can take up to 6 weeks from the date that a donation is made on your justgiving page for the Gift Aid element to be transferred to The Scout Association's bank account.

#### **11. Can our Group raise funds via the Internet? Please can you suggest a website that offers this?**

This is an extremely complex area and has many potential pitfalls. It is important to research this area well before signing up or undertaking any schemes. The Institute of Fundraising has a code of practice on the subject. It is suggested that you contact them first for the most up-to-date

information on this area of fundraising - <http://www.institute-of-fundraising.org.uk/> Remember any fundraising initiative must first be approved by the Executive Committee and comply with the section on fundraising in POR.

#### **12. How can we get a copy of the Constitution? (Required for lottery applications.)**

Applications to Grant making bodies sometimes ask for a copy of our Constitution. In essence, this is POR and our Charter document. However, they do not want copies of these! A copy of Chapter 1 of POR (the purpose and method) which refers to the social, intellectual and spiritual development of children will normally suffice. The following wording is suggested:

##### **The Purpose of Scouting**

The purpose of Scouting is to promote the development of young people in achieving their full physical, intellectual, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

##### **The Scout Method**

The Scout Method provides an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, which is guided by adult leadership."

#### **13. I have heard that fundraising from Trusts is the easiest way to get big money. Can you give me a list of who I can go to?**

When looking to fundraise from Trusts and Foundations it is important to remember that you will not be the only Group/District/County applying. Fundraising in this area is hugely competitive. In order for Scouting as a whole to benefit more it is important to co-ordinate our fundraising activity in this area. Before you start looking to make applications, review Factsheet FS190018 Fundraising for Local Scouting. This has comprehensive details about fundraising in this area, along with guidance documents that will help you to complete your applications.

#### **14. Is it true that Head Quarters give out grants and loans to Groups?**

Yes, it is true. All HQ Funds are now handled by the Development Grant Board Team. Please contact Bruce Murdoch or Paula Binet on 020 8433 7100 for full details of the grants and funds available.

HQ Loans are now dealt with by the Finance Team. Please contact Sue Ward on 020 8433 7100 for information on loans and applications.