

Bristol Giving Day fundraising pack

Organised by Quartet Community Foundation and the Bristol business community this is one day to make a lasting difference.

bristolgivingday.co.uk

bristol
giving
day



Quartet
Community
Foundation

Let's get started

Bristol Giving Day –
Inspiring generoc**ity**!
Here be tips, advice, and
inspiration for gert lush
fundraising activities.

Get in touch with our team if you
want to discuss your fundraising
ideas, need help shouting about
it on social media, or want more
materials to support your activity.

Contact details:

E: info@quartetcf.org.uk

T: 0117 989 7700

W: bristolgivingday.co.uk

Twitter: @quartetcf [#BristolGivingDay](#)

This is a generous city,
and together we are
going to support lots of
local causes in Bristol by
fundraising on **10.10.18.**

#BristolGivingDay

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Why Bristol Giving Day Matters

Bristol...Everywhere you step you have the dust of history on your shoes, a sense of the past in a city heading for a green and prosperous future; a maritime history and an entrepreneurial destiny.

Bristol has always resisted the bland. Our sounds, sights, venues, and people show off our unique character.

A paradise for foodies. The city where every street is an artist's canvas.

A city of business and learning with vibrant companies across every sector.

This is a city of innovation with a heart for sustainability.

This is a city of opportunity. But a city that still has needs.

There are areas of affluence and areas of deprivation.

There are pockets of poverty where people struggle.

There are local good causes – charities, community interest and voluntary groups who are helping in these communities.

And they need our collective efforts to help them help others.

That is why we are holding Bristol Giving Day.

Bristol is a city of choices. We want you to choose to join a host of other businesses and organisations by being part of a special day of fundraising on **10.10.18**.

Bristol is famous for many things. We think that we should be known for inspiring generoc**ity**.



How the money you raise will help

Bristol Giving Day will help people living in our communities who face real disadvantage.

By taking part in Bristol Giving Day you will make a big difference, right here, right now. Your donations mean we can award grants where they're needed most, helping people to reach their potential, meeting big social needs, and giving a support to people facing a crisis in their lives.

Because of you, our small team at Quartet Community Foundation and the third sector groups, charities and organisations we support can continue their vital work on the front-line, giving people the confidence and opportunities to fulfil their potential.

Bristol is a great place to live and work.

We think that we should be known for

inspiring generosity.

By fundraising on Bristol Giving Day you'll be helping us to say "yes" to more of the groups who need support. So thank you so much.



Making a difference across Bristol

"We are so grateful to Quartet for their generous funding. It enables us to carry out this work and reach even more older people."

Bristol charity Alive! received a £1,000 grant to buy two iPads and a projector, so they could provide 'guided reminiscence' sessions for local care home residents.

"We can't emphasise what a difference this grant has made to our project...Simply having the equipment we need has given all of the volunteers a feeling that we are running something that works."

South Bristol Toy Library, which received £1,995 to expand its range of toys and equipment for the benefit of disadvantaged families living in South Bristol.

"From the range of positive feedback we've had it has made a huge difference."

Carib Theatre Company, who received £1,170 to support isolated members of the Caribbean community in Bristol to access the arts.

"Thank you for your generosity... It has made such a difference."

Lazyboys Basketball CIC, which received £500 towards the refurbishment of their basketball facilities, to support the physical and mental health wellbeing of their members, who face disadvantage including low income and learning difficulties.

On Bristol Giving Day we want the city to smile as we help even more local causes like these ones.



A guide to planning your event

7 magnificent steps to making the most of Bristol Giving Day

Pick something fun

Try something whacky and challenging to get everyone engaged, but think about how you can get your whole team, customers, connections and suppliers to support your efforts. Oh and everyone knows that the boss will look fetching in a pink tutu (hey it's for a good cause).

Fuel your motivation

We have lots of stories about how local causes have been helped by Bristol businesses. Changed lives, right on our doorstep, and you can find out about them here: <https://quartetcf.org.uk/stories/>

Plan ahead

Although Bristol Giving Day takes place on 10.10.18 give some thought to what needs to happen in the run up. Choose your time slot and set a target for how much money you want to raise. If you would like additional support with organising your event, then UWE students (in particular events management students) may be available to help. Please visit <https://bristolgivingday.co.uk/fundraising-support/> and fill out the request form.

Build your support team

If you want to raise money for good causes the wise thing to do is to start with family, friends, and close connections. They are most likely to support you and will give you a solid base for more fundraising.

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The logo for Bristol Giving Day is partially visible on the left side of the page. It features the word "Bristol" in a small, white, sans-serif font at the top, followed by "Giving" in a large, white, sans-serif font, and "Day" in a white, cursive script font below it. The logo is set against a red circular background that is part of a larger red graphic element on the left side of the page.

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Get connected

Bristol Giving Day is a city wide event. Post your news and stories and follow the hashtag [#BristolGivingDay](#) to find out what others are doing. If you are part of a business network why not get Bristol Giving Day on the agenda – especially if you are a sole trader or small business owner. We have digital banners and posters to download to show you are taking part.

Stay safe

Stay safe and on the right side of the law when you're fundraising. Have fun and enjoy your event, but the 'small print' can be a big deal if you don't follow certain guidelines. If you've got any questions, please get in touch. You can get health and safety advice from the Health and Safety Executive www.hse.gov.uk/event-safety

You'll need to do a risk assessment for your event and make sure you are covered by insurance - if you'd like some guidance with these some great materials are available online. <https://bit.ly/1hNFRW9>

Give us a shout

We would be delighted to help with each and every stage of this journey, so please give us a shout.

Make a noise about #BristolGivingDay

Start spreading the news...

We want to get Bristol buzzing with news! We want to fill social media with great stories about the amazing Bristol businesses taking part on the day. Our fundraising support page has a branding pack to help you with online and off-line resources <https://bristolgivingday.co.uk/fundraising-support/>

Before the event...

Put up a poster to get people along to your event.

Get people engaged through your staff newsletter, intranet, or use the noticeboard (old skool!).

Make a noise on social media about your plans and why not engage Bristol newspapers and media too.

On the day...

Post photos from your event online, and make sure you remember to share them with us. Use the hashtag **#BristolGivingDay** to get your photos out on Twitter and add us in @QuartetCF or on Facebook <https://www.facebook.com/quartetcommunityfoundation/>

Thank people afterwards – sponsors, people who attended, people who donated raffle prizes etc.



Gert lush fundraising ideas



You've decided to fundraise for Bristol Giving Day – Looking for some inspiration? Here are some ideas for a gert lush day.

Get busy in the kitchen!

Bring out your inner Mary Berry or Paul Hollywood with a Bake Off competition. Why not sell the cakes you bake, or go the whole hog and have an eating competition.

Get sponsored

Challenge yourself to do something difficult or just plain silly, on your own or in a team - whether it's walking, cycling or running a particular distance, or maybe something more unusual like shaving your head or going without speaking or eating for a whole day. You can ask people to complete a sponsorship form – there's a template for you at the back of this pack.

Workplace ideas

You might want to change what you wear and pay to take part - from something simple like a 'dress down' day to a fancy dress competition or a pyjama party.

Or you could all pledge to 'Speak like a pirate' for a day, with matching outfits and a prize for the best accent. Or if you're already holding a work event - like a staff party or awards night - you could borrow our buckets, hold a raffle or a cake stall to get people thinking about helping good causes while they're having a great time. We'd be delighted to provide some more information to explain where their donations will go.

We appreciate that this is happening on a normal working day, just like Red Nose Day of Children in Need, so ideas need to be feasible.

Get dressed up and hold a party

For one day why not hold a themed party during the day, either over breakfast, during lunch, or after working hours. Use the excuse to dress up for the day – black tie and evening dresses, pirates with black beards eye patches, or...well, you get the idea. We will leave it to your imagination.

Make every penny count

Once your fundraising efforts are done here's how to get every penny to help local causes. If you know a small local good cause then donate it straight to them.

Send us your money as soon as you've got it – and we can put it to good use straight away. We can get it to those who need it the most.

Our website

Visit <https://bristolgivingday.co.uk/donate/>

By BACS

It's quick and easy to pay in money using our bank details - online or in a branch.

Our sort code: 12-05-77
Account number: 06004700

Reference: BGD and your name/organisation so we can thank you.

By post

Send your cheques, made payable to 'Quartet Community Foundation', along with a donation form (at the

back of this pack) to:

Quartet Community Foundation,
Royal Oak House, Royal Oak Avenue
Bristol BS1 4GB

In cash

You're welcome to come and see us in person with your donation. If you've made a big cash collection using our sealed charity buckets we'll have to count the cash for you. Contact us to arrange a good time to pop round!

Gift Aid it!

If you're doing a challenge and getting sponsored, remember to Gift Aid it - your fundraising total will get 25% more impressive!

If you're collecting the money yourself, download a sponsorship form (back page). That way you can make sure that everyone who donates to your event provides their name, address, postcode, and crucially ticks the 'Gift Aid' box.

If you're donating online you'll be automatically prompted to Gift Aid your donation. Gift Aid will add 25p to every £1 you raise – just like that.

There's no catch and as long as you've encouraged someone to tick the Gift Aid box, there's nothing else you have to do.

Sponsorship and Gift Aid declaration form

Please sponsor me (name of participant) _____

To (name of event/challenge) _____

In aid of Quartet Community Foundation.

If I have ticked the box headed 'Gift Aid?' '✓', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Quartet Community Foundation to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: You must provide your full name, home address, postcode and tick '✓' the Gift Aid box for Quartet Community Foundation to be able to claim tax back on your donation.

Sponsor's Full Name (First name & surname)	Sponsor's Home address <i>Only needed if you are Gift Aiding your donation. Don't give your work address if you are gift aiding your donation.</i>	Post code	Donation Amount £	Date paid	Gift Aid? '✓'
Total donations received			£		
Total Gift Aid donations			£		
Date donations given to Quartet Community Foundation			/ /		

Thank you for donating to Bristol Giving Day through Quartet Community Foundation. When you use Gift Aid, Quartet is required by HMRC to keep your data for 6 years, but we will not use your data for any other purpose without your consent.

Please email your completed form to: emma.gregory@quartetcf.org.uk

Please make payment to the following account:

Sort code: 12 - 05 - 77
Account number: 06004700

Please state BGD + your company name as the reference. Please tick the box showing where you'd like funds to go:

Bristol Giving Day Fund
 HPC Bristol Community Fund
 Bristol City Funds

*Thank you for supporting
Bristol Giving Day 2018*

#BristolGivingDay

