



Third-Party Fundraising Event Guidance

Papworth Trust sincerely thanks you for your interest in organising an independent third-party fundraising event to benefit our mission. Events like yours are critical in enabling us to provide support and opportunities to disabled people across the East of England.

We would like to hear about any fundraising activities in aid of the Trust, so please do let us know what you are planning by contacting fundraising@papworthtrust.org.uk

If you would like to use our name or logo in any capacity, we ask you to please review and follow the guidelines below.

Papworth Trust is registered with The Fundraising Regulator and this guidance is in line with the Code of Fundraising Practice. If you would like more information, please look at:

<https://www.fundraisingregulator.org.uk/>

You can find more support, information, and resources to help with the preparation, planning and promotion of your event on our website:

www.papworthtrust.org.uk/fundraising

Third-Party Fundraising Event Guidelines

Planning your event

- You must make sure that you obtain all approvals, permits and/or licenses necessary for your fundraising event, this includes the sale or service of alcohol, and the hosting of raffles, prize draws and any other gambling activity.
- You must make sure that you follow any food hygiene guidelines as appropriate to your event, including displaying or making available any allergen information where food is prepared and served.
- You are responsible for ensuring that you have the relevant and suitable insurances in place, including Public Liability. Papworth Trust has no legal responsibility for your event(s) and assumes no liability (including but not limited to the costs) for its planning or execution, including all promotion, set-up, and staffing (including volunteers).
- You must adhere to any necessary age restrictions to events that you organise as relevant.

Promotion and Logo Usage

- All promotional materials must clearly state that this event is raising funds “in aid of” Papworth Trust.
- We are happy for you to use our logo for promotional/ marketing materials, but please ensure that our ‘in aid of Papworth Trust’ logo is used – you can obtain this by emailing us at fundraising@papworthtrust.org.uk. For any digital or printed materials using our name or logo, such as press releases or web pages, usage must be reviewed and approved by Papworth Trust.
- Papworth Trust does not endorse products, organisations, individuals, or services. Your event(s) must be promoted and conducted in a manner that avoids any statement or appearance of such an endorsement by Papworth Trust.
- We expect that any fundraising activity in aid of Papworth Trust is done so only by lawful means and will not bring the charity’s name into disrepute.
- Door to door fundraising collections are not permitted.
- If your event is fundraising to support more than one charity, you must be clear in advance with both the chosen charities and supporters as to how the total fundraised will be shared between the chosen charities.

Finances and Taxes

- You will ensure that you take responsibility for the safe keeping of any monies raised.
- We encourage all funds raised to be sent via a JustGiving page. You can set up a JustGiving page at www.justgiving.com. Select Papworth Trust as your chosen charity and information about the Trusts work will automatically be populated to your fundraising page. There are alternative fundraising platforms that can also be used such as Enthuse.
- If you are not able to set up an online page, please contact: finance@papworthtrust.org.uk who will be able to advise on the most appropriate way to transfer monies raised.
- Papworth Trust will process all proceeds of third-party event(s). All event donors who donate directly to Papworth Trust will receive an official acknowledgement. Papworth Trust will provide directions for making donations.
- Gift Aid – where eligible, donating through Gift Aid means charities such as Papworth can claim an extra 25p for every £1 you give. It will not cost you any extra. More information about Gift Aid can be found at: <https://www.gov.uk/donating-to-charity/gift-aid>
- The host(s) may not receive any financial or other tangible benefit in exchange for hosting an event to fundraise in aid of Papworth Trust.

How we will support you

- We are always happy to help you chose the right fundraising ideas that work for you. Our Fundraising Team are available to be contacted at: fundraising@papworthtrust.org.uk
- We have made available on our website some materials to support you in your planning and promotion.
- It would also be great to hear about how your event has gone so please do stay in touch with us!

Miscellaneous

- Unfortunately, we are not able to attend all third-party events and cannot solicit sponsors or auction items for such events. In addition, in accordance with GDPR, Papworth Trust is unable to provide any donor, volunteer, or celebrity contact information; mailing lists; or press contacts to third-party event hosts.

Everyone at Papworth Trust thanks you for your efforts to raise funds in support of our mission. Your time and commitment are greatly appreciated.

The logo for Papworth Trust features the text "Papworth Trust" in a white, sans-serif font. The text is centered within a dark purple square. This square is tilted and overlaid by a thin, yellow-green rectangular border. The background of the page is white, with decorative curved lines in purple and yellow-green at the bottom right.

**Papworth
Trust**