

'In aid of' Fundraising Agreement

Ferry Project fundraising agreement

Thank you for choosing to fundraise in aid of The Ferry Project. Your support helps rescue people from homelessness and gives them assistance and a range of support on their journey towards independent living.

What does it mean to fundraise 'in aid of' Ferry Project?

An 'in aid of' fundraiser means you are raising money for Ferry Project independently, not as an official representative or employee of the charity.

'A volunteer acting in aid of an organisation should have no authority to act in its name, and it should be clear that the volunteer is simply raising funds for the organisation but acting in his or her own capacity. An organisation will not then generally be responsible for the volunteer's acts.' (Institute of Fundraising Code of Practice)

Using Ferry Project's logo and brand

We have free fundraising resources available for your event that you can find at the bottom of the Fundraising page on our website.

We can provide an 'in aid of Ferry Project' logo for your fundraising materials. Please ensure:

- all of your fundraising communications clearly show you are acting in aid of Ferry Project, not representing the charity
- you do not enter into contracts or commitments on Ferry Project's behalf

Planning your fundraising event

- **if you are under 18**, ask a parent or guardian to register and oversee your fundraising. They will also need to register on your behalf.
- keep your fundraising non-political
- do not undertake activities that put Ferry Project's reputation at risk
- contact Ferry Project before approaching celebrities, press, or companies
- before the event, please plan a budget, as Ferry Project cannot be held responsible for any costs, taxes, or expenses incurred or arising in connection with your fundraising activity.

Maximising donations with Gift Aid

Boost your cash donations by asking your sponsors to fill out a Gift Aid form, helping you make an even bigger impact with your fundraising efforts.

Ensure you return the forms to our fundraising team at: Ferry Project, Octavia View, 10a-14 South Brink, Wisbech, PE13 1JQ.

When fundraising through online platforms like JustGiving, donors can add Gift Aid to their donation online.

Keeping it safe and legal

Carrying out a collection is a great way to boost your fundraising. But please obtain the correct permissions and/or licences before carrying out any public collections (usually from the local council or land-owner). You can review the Chartered Institute of Fundraising's guidelines for more information. Please also ensure you comply with our collector conduct policy.

Please take all reasonable precautions to ensure the well-being of your guests, including complying with regulations for health and safety, and food or drink.

Please ensure you have the correct insurance before the event takes place, as Ferry Project's insurance will not cover you.

Everyone loves a raffle, but please bear in mind they are subject to gambling legislation. If you are planning to sell tickets over several days, you may need a licence. Check in with the Gambling Commission to make sure you are keeping within the rules.

What to do with the money

If you are handling offline (cash) sponsorship money or collections, please ensure you:

- have two trusted persons are present when accessing funds and counting
- advising us of any planned expense deductions prior to doing so
- advising the team once funds are sent by emailing OctaviaAdmin@ferryproject.org.uk
- ensuring that all funds collected are sent to Ferry Project within two weeks of receiving them, using the reference 'IAO', plus your name

Payments can be made via BACS:

The Ferry Project

Sorting Code: 20-17-35

Account Number: 13300161

Reference: IAO [your name]

Have you got spare fundraising materials? Great! Please send them back so they can be used for the next amazing event in aid of us.