



## FUNDRAISING PACK

We are delighted that you are interested in supporting the We Love MCR Charity by taking part in a fundraising event or organising your own activity. Together we can support the residents of Manchester who are in the greatest need to reach their full potential. Every penny raised stays here in Manchester, helping to bring positive benefits to communities throughout the City.

### Putting the 'fun' into fundraising

Whether you have signed up to take part on one of our events or you would like to organise your own fundraising activity, we are here to support you. If you want to organise your own event, pretty much anything goes when it comes to fundraising activities. And don't worry if you need a hand choosing – we've enclosed lots of ideas to spark your imagination.

### Make life easy *and* make more money

Why not set up a Virgin Money Giving page for your fundraising activity? It's so easy and, because it collects money from your supporters automatically, it takes all the hassle out of rounding up your sponsorship. Virgin Money Giving will also claim Gift Aid from HMRC on our behalf, just visit [www.virginmoneygiving.com/charities/welovemcrcharity](http://www.virginmoneygiving.com/charities/welovemcrcharity) to get started.

Gift Aid is really important. For every £1 your supporters donate (provided they pay tax at the time of donation), we are able to claim an extra 25p from the taxman. This extra money can make a huge difference, so please do encourage your eligible supporters to say that they are happy for us to claim Gift Aid on their donations when they fill in your sponsorship form.

This pack includes:

- **Donation Form**
- **Sponsorship Form**
- **Stay Legal and Keep safe**
- **Supercharge your Fundraising**
- **Fundraising Ideas**
- **About We Love MCR Charity**

Finally, whether you need information, advice or some moral support with your fundraising, don't forget that we are always on hand to help. Just email [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk)



## DONATION FORM

**Please use this form when sending us money you've raised offline through your Event or Fundraising Activity**

Title (Mr/Mrs/Miss/Ms/Other)\* Full Name\* \_\_\_\_\_

Home address\*: \_\_\_\_\_

Postcode\* \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

\* Fields marked with an asterisk must be completed

If you are happy for us to contact you in the future about our work including fundraising activities please tick the relevant box:

by phone       by email       by post

If you have opted into communications from us your details will be kept securely and only shared with our suppliers or partners where necessary. If your details change or if you want to stop hearing from us at any time then please email [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk)

**Amount being donated £** \_\_\_\_\_

### Donating by post

Please return this form with your donation to: **We Love MCR Charity, Floor One, Town Hall Extension, Albert Square, PO Box 532, M60 2LA**

Please make your:      Cheque       Postal order       Charity voucher

Payable to: The Lord Mayor of Manchester's Charity Appeal Trust

### Donating directly into our bank account

Account Name: **Lord Mayor of Manchester Charity Trust Appeal**, trading as 'We Love MCR Charity'  
Account number **20665304**      Sort code **20 55 41**

**Please still return this form if you are paying in the money directly – either by post or email the completed form to [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk)**

**Please tell us about your Fundraising Event, for example what you did:**

If you've used Sponsorship forms please enclose these too.

We Love MCR Charity – Floor One, Town Hall Extension, Albert Square, PO Box 532, M60 2LA  
[www.welovemcrcharity.org](http://www.welovemcrcharity.org)      [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk)

The Lord Mayor of Manchester's Charity Appeal Trust - Registered Charity Number: 1066972





Title/initial/surname	Home Address	Postcode	Amount Pledged	Amount Received	Date Paid dd/mm/yy	Gift aid it? ✓
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## STAY LEGAL AND KEEP IT SAFE

Fundraising is all about having fun and raising money but it's also subject to laws and legislation. Here is the need-to-know info broken down for you.

### **Collections**

Collections are a great way to raise money, especially in a busy area. However if you're planning a collection that takes place in a publicly owned place then this is governed by strict legal requirements and must be licensed by your local authority, Manchester City Council.

Before you approach the City Council for a licence, please advise us of your plans and await approval as the charity can only apply for a set number of licences per year. Licences are not required on privately owned land – just ensure you have the permission of the owner or business.

### **Raffles and lotteries**

Raffles, lotteries and prize draws are all governed by legislation – so before holding one and spending money on getting tickets printed, please contact us. Also, be aware that lottery laws cover any events which are purely down to luck or chance, such as duck or balloon races even.

If you want to hold a simple raffle at your event, that is fine as long as the tickets are sold and drawn on the same day.

### **Insurance**

When you organise a fundraising event, you're responsible for making sure it poses no risk to others. That's why we'd recommend you take out public liability cover for events such as a sponsored walk or sports event. Unfortunately, our own policy won't cover you but we can advise you about the kind of cover you need. Just get in touch with us.

### **Food hygiene**

Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. No one likes a poorly tummy, especially as a reward for raising money for charity.

### **Data protection**

Make sure any electronic or paper records you keep about people involved in a fundraising event complies with the Data Protection Act. As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission.

**If you have any further questions, or if you have any specific fundraising ideas you want to discuss you can contact our friendly fundraising team at [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk)**



## SUPERCARGE YOUR FUNDRAISING

We want to help you to make your fundraising as successful as possible, so here's everything you need to know about getting the most out of your efforts.

### **Social media**

If you have a Facebook page, or if you're on Twitter, make sure you tell your friends and followers all about your fundraising efforts. Social media is a great way to keep everyone updated. We'd love you to share your amazing fundraising achievements with us too, so make sure you connect with us at: **@mcr\_charity**      **facebook.com/WeLoveMCRcharity**

### **Publicity and PR**

Promoting your fundraising activity through the media will help you shout about your efforts and ultimately raise more money for We Love MCR Charity. We can help advise you on gaining publicity, so if you'd like to find out more, just get in touch with us using the contact details shown below.

### **Set a target**

Fundraisers often tell us that they find it helpful if they set themselves a fundraising target. Not only does it help them to stay motivated right up until the big day, but it also helps boost the total that they raise, so it's definitely worth considering. After all, the more money you raise, the more people in Manchester we can help.

### **Virgin Money Giving**

Virgin Money Giving is the easy way to raise money. It makes it simple to set up your own fundraising web page and collect donations from friends and family online. That means no more paper sponsorship forms. It's super simple to create your own page. Just go to **[www.virginmoneygiving.com/charities/welovemcrcharity](http://www.virginmoneygiving.com/charities/welovemcrcharity)** to set up your page and share the link to let your supporters see how you're fundraising is going. Once you've created your page, please let us know so that we can help support you. And, of course, if you need any help setting it up, please just contact us at [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk).

### **Gift Aid**

For every £1 the people who are sponsoring you donate (provided they are paying tax at the time of the donation) HMRC will give us an extra 25p at absolutely no cost to them. So, in order for us to magically turn every pound you raise into £1.25, please make sure all of your supporters use Gift Aid on their donations.

### **A huge thank you**

Finally we just want to let you know how grateful we are that you've chosen to fundraise for We Love MCR Charity. We hope that you will enjoy raising money for us and The Lord Mayor of Manchester would like to personally help you for supporting his charity.



## FUNDRAISING IDEAS

There is no end to the different ways you can raise funds and we know you will have lots of your own ideas. However if you need a little inspiration here are a few ideas to get you started.

### **A** is for Auction

Persuade your friends to declutter their homes and hand over their unwanted bits and bobs so you can put them under the gavel for We Love MCR Charity. Whether you hold the auction at the local church hall or in your living room, you are guaranteed lots of fun. Alternatively, you could tempt online bargain hunters by putting all of those CDs, clothes and collectibles that are gathering dust on eBay. eBay allows you to automatically donate all or part of the proceeds of your sales to the charity of your choice, so it couldn't be easier. To find out how, just head to [ebay.co.uk/ebayforcharity](http://ebay.co.uk/ebayforcharity)

### **B** is for Ball

Get out your glad rags, dust off your top hat and tails and organise a swanky night to remember. You can ask local businesses for raffle prizes and fizz, and sweet talk that friend of a friend who's in a band to provide the evening's entertainment.

### **C** is for Car boot sale

One man's unwanted Christmas jumper is another man's golfing sweater. So dig out your unloved clothes and all of those other bits and bobs that are clogging up your drawers and throw a car boot sale or bring and buy sale.

### **D** is for Dining in

If you enjoy cooking why not invite your friends over for dinner and ask them to donate what they'd spend on eating out? Or, if you're feeling ambitious, why not get a gang together and create your own version of Come Dine With Me? Take it in turns to rustle up your finest dishes, then rate each other's meals and vie for the title of 'hostess with the mostess'.

### **E** is for Everything and anything

Every idea is worth considering, let your imagination go wild and see what you can come up with. If you are struggling the read through these pages for inspiration.

### **F** is for Fancy dress

When it comes to fancy dress, the options are endless, so why not organise a fancy dress party at your place?





## **G** is for Give it up

Chocoholic? Can't get through a morning without a latte? Can't imagine being parted from your smartphone? Then why not get sponsored to give up your vice for a day, a week or even a month? You can boost your total with a self-imposed fine for when you fall off the wagon.

## **H** is for Head shave

Change your style and shave your head to keep cool during the summer months, or to avoid bad hair days at any time of year. Set a target, then take a deep breath and brave that razor.

## **I** is for Inspiration

Why not link your fundraising to an activity you are passionate about? From a knit-a-thon to a comedy night, you're bound to come up with a brainwave, and we'll be right here to support you.

## **J** is for Jokes

If your local pub hosts a comedy night ask them if they will host the next one in aid of We Love MCR. They could donate some of the ticket sales or let you do a collection during the show.

## **K** is for Karaoke

Love to belt out a power ballad? Then hold a karaoke night at your local pub or restaurant and amaze your friends with your rendition of your favourite tune. People can pay for a party ticket, pay for each song they sing, or be paid not to sing at all.

## **L** is for Literary

Everyone loves to lose themselves between the covers of a literary gem, so here's a novel idea: set up a book sale or library at work, at school or in your local community centre. Ask everyone you know to donate their old books and then sell them or lend them out in return for a donation.

## **M** is for a Midsummer barbecue

Fire up the BBQ, invite your family and friends over, get some burgers, buns, sauces and drinks. Then all you need to do is ask for a tasty donation for the gorgeous grub and enjoy yourselves.

## **N** is for a Night at the races

Giddy up and organise a horse racing evening at a local venue or turn your living room into a bookies and show all the races on your TV. Get your guests to pay to 'bet' on who will cross the finish line first. It may get a little loud and competitive so expect horse voices all round. Ahem.

## **O** is for Odd job day

Put on your overalls, grab your tool box and offer to take on all of those odd jobs that your friends and family never find the time to do. From mowing lawns to hanging pictures and from washing cars to cleaning ovens, go forth and get handy, then donate your fees to We Love MCR.





## **P** is for **Push yourself to the limit**

Keen on getting super fit and super strong? Then why not get sponsored to take on a sensational amount of sit-ups or a punishing number of press-ups? Alternatively, if you live or work in a tower block, you could ditch the lift and get sponsored to take the stairs every day. One thing's for sure: you'll make money while you shed the pounds.

## **Q** is for **Quiztastic**

**Q.** What's guaranteed to get the grey cells working, the perfect excuse for a pint and tons of fun?

**A.** A super duper pub quiz night in aid of We Love MCR Charity. Why not organise one at your local?

## **R** is for **Raffle**

Got a great gift you are happy to donate then why not organise a raffle at work. If you sell the tickets and draw the winner on the same day then you won't need a licence. Just get in touch for advice if you are not sure.

## **S** is for **Showtime**

Bring Britain's Got Talent to your local community. After all, everyone's got a party piece that they'd love the chance to show off for a good cause. Wannabe Simon Cowells can stand in judgment or you could have a good, old-fashioned clap-o-meter.

## **T** is for **True beauty**

Let your natural beauty shine through by giving up make-up for a day, a week or even a month. Share a snap of yourself au naturel on Facebook each morning and watch the cash pour in.

## **U** is for **Upcoming occasions**

If you have a birthday or anniversary coming up, why not suggest to your family and friends that instead of giving you presents, they make a donation to We Love MCR Charity?

## **V** is for **Virtual tournament**

Like sports but don't want to leave the house? Hold your own championship from the comfort of your sofa. You won't break a sweat and you can ask friends and family to sponsor you to reach your personal best. Consoles at the ready.

## **W** is for **Wine tasting**

'A full-bodied, fruity character with an exquisite nose and a crisp finish.' Unleash the wine critic within by holding a wine tasting evening with a group of friends. You could ask a local wine merchant to help you train your taste buds, charge an entry fee, and then simply quaff away.



## **X** is for Xmas

Xmas is a great opportunity to raise money. Instead of running a Secret Santa at work or giving Xmas cards to colleagues ask for donations to We Love MCR instead.

## **Y** is for Your game

Why not hold a board game tournament featuring everything from Snakes and Ladders to Uno®? Whether it's at home or in your favourite pub, it's a great excuse to spend a lovely day with friends and family while you raise money for We Love MCR Charity. Ask for a donation from every player for every game played, and why not award glittering prizes to the winners and packets of crisps to the losers?

## **Z** is for Zumbathon

For a high-energy fundraiser, why not encourage your local Zumba® group to take part in a Zumbathon for We Love MCR Charity?



## WE LOVE MCR CHARITY

We are delighted that you are interested in supporting the Lord Mayor of Manchester's Charity - We Love MCR Charity by taking part in a fundraising event or organising your own activity.

### About us

Every penny raised for the charity stays here in Manchester. ***We Love MCR Charity is focussed on supporting young people and promoting stronger communities, helping to build a better future for Manchester.***

Over a third of children and young people in Manchester are growing up in poverty and a large number of these young people do not have the personal family and social networks that can help them move into aspirational careers. ***We Love MCR Charity supports young people to gain the knowledge, skills and confidence they need to succeed, helping to build a better future for Manchester.***

For example every summer we fund selected young people and their families from across Manchester to attend a course at the One Education Outdoor Centre in Windermere. Children and parents experience a range of outdoor activities which help build self awareness and develop self confidence as well as developing new skills and aspirations. For many this experience stays with them forever.

Our new Sir Howard Bernstein Endowment Fund aims to support young Mancunians with education, enterprise and employment, to ensure they play their fullest possible part in the economic life of the city, and in particular to support their routes into employment or business. We are currently developing projects to support young people across the city.

***We Love MCR Charity supports communities to come together to build stronger relationships in and across those communities.*** The charity provides grants to local community groups. We have funded a wide range of projects in recent years. Some examples include a Winter Night shelter for homeless men, a dementia support group in South Manchester, a project for young people with learning difficulties and a volunteering programme for the long term unemployed in the city centre. Our grant programme will be focusing on bringing communities together to build stronger relationships in and across those communities over the coming year.

The current Lord Mayor is Councillor Eddy Newman, who became Lord Mayor in May and has a year in the role. Our Deputy Lord Mayor, Councillor June Hitchen will become Lord Mayor mid May 2018.

The Lord Mayor's charity is separate to the We Love MCR Emergency Fund which was the charity set up to help the people affected by the attack at Manchester Arena. The Emergency Fund has raised £20m so far and the money will go to bereaved families and people who were injured or traumatised by the attack.

**To find out more about the work of the We Love MCR Charity visit**

**[www.welovemcrcharity.org](http://www.welovemcrcharity.org).**

**Follow us @mcr\_charity**

We Love MCR Charity – Floor One, Town Hall Extension, Albert Square, PO Box 532, M60 2LA  
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The Lord Mayor of Manchester's Charity Appeal Trust - Registered Charity Number: 1066972