



Fundraising Guide. Forever Manchester.

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester.

Join the movement. Get involved.
ForeverManchester.com



 **FOREVER
MANCHESTER**

For Happy Days.

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester.

We believe that everyone should have the opportunity to be happy and we'd love you to become part of this growing movement.

Join the movement. Get involved.
ForeverManchester.com

Forever Manchester is all about:

- Putting smiles on the faces of our local communities.
- Supporting local people transforming the lives of others.
- Bringing local people together to create something special.
- Caring about those people who care enough to act.
- Championing local people doing extraordinary things together.

Supporting Facts

- In every neighbourhood across Greater Manchester there are thousands of people involved in community activity. In fact, at any given time there are an unbelievable 20,000 local grassroots projects of varying sizes and interests taking place.
- Forever Manchester works with local people in our communities to inspire and encourage projects that they want to see, to make their neighbourhoods happier and safer places to be.
- All of the money raised for Forever Manchester is used to fund and support over 1,000 community projects in Greater Manchester each year.
- Since Forever Manchester was established in 1989 we have delivered over £39 million into local communities, benefiting 1.1 million people. This means we will have helped community activity within one mile of your home or business if it's in Greater Manchester.
- Every year we raise money by hosting a wide range of innovative and enjoyable fundraising activities. The remainder comes from generous donations from individuals and local businesses.
- Whether you are a company or individual, with your generosity and support we can continue to help Greater Manchester's communities become even greater.

For Inspiration.



Thank you for doing something extraordinary to help raise money for Forever Manchester.

This handy fundraising guide provides you with the inspiration and information that you'll need to host your own event or fundraising challenge.

For a digital version of our Fundraising Guide and for more information please visit:

ForeverManchester.com/Fundraising

If you have any questions regarding fundraising for Forever Manchester, please do not hesitate in contacting us at:

**marketing@forevermanchester.com
0161 214 0940**

Twitter: **@4EVERManchester**

Instagram: **@4EVERManchester**

Facebook: **/forevermanchester**



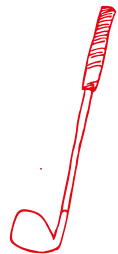
For The Fun of It.



Whatever fundraising activity you choose to do, make it FUN! And more fun can be achieved by getting more people together to do something socially. Here are just a few ideas for fun-packed fundraisers.

- Quiz Nights
- Ten-Pin Bowling
- Laser Quest
- Crazy Golf
- Darts
- Football Tournaments
- Karaoke
- Go-Karting
- Axe-Throwing

Raising money at these activities is really easy too. All you need to do is to charge a fee for people or teams taking part.



For Going The Extra Mile.



Set yourself a challenge, push yourself to the limit, step outside your comfort zone, take that leap of faith, go that extra mile!

Whether that be running, cycling, walking, climbing, swimming, abseiling, skydiving or any other crazy challenge; going the extra mile for Forever Manchester means that you can raise lots of money through sponsorship.



So whatever challenge you want to set yourself, do it with a bit of style. It's a truly amazing feeling and even better knowing that your challenge has raised a chunk of money to support the communities where you live, work and play.

For The Office.



In every office there's that group of supergiddy, fun-filled bods who will take on anything to build team spirit and raise money for charity. So get them to get together and let their creative juices flow.

With all office fundraising, it's also a great opportunity for the company itself to match their staff's fundraising efforts turning £500 into £1,000 just like that.

Here's some ideas to get your started.

- A good old bake sale.
- Dress down / up days
- Office sweepstakes
- Enter 'Captain Manchester's Magical Tombola' monthly draw with some fantastic prizes on offer. Tickets are just £5. Tickets can also be bought on-line via ForeverManchester.com/Tombola



For The Glitz And The Glamour.



Some people have taken raising money for Forever Manchester to a whole new level by hosting big social events.

These are often centred around a theme, whether that be a cinema night, screening a big sporting event, hosting a golf tournament, Xmas party, Halloween event or mini-music festival.

For businesses, these glitzy fundraisers tend involve selecting Forever Manchester as their charity partner for an event or awards-type ceremony. Raising money is pretty easy too, whether that be envelopes on the table, selling Captain Manchester's Tombola tickets or donating proceeds from the auction.



For The Ease of It.

If you work in a business that sells something, you may want to create your very own Forever Manchester version of it to raise money. We've had restaurants donating a pound on a Forever Manchester pizza and bars selling Forever Manchester cocktails.

Alternatively you may want to sell 'Captain Manchester's Magical Tombola' tickets, or simply have one of our collection shakers on your counter or reception.

Lots of local businesses of all shapes and sizes have supported us in this way, so if you need any help, just give us a call on 0161 214 0940 or email us at marketing@forevermanchester.com



For Smiles With Smile.

Forever Manchester is registered with Amazon Smile - a simple and automatic way for you to support Forever Manchester every time you shop, at no cost to you. To shop at Amazon Smile simply go to smile.amazon.co.uk.

When you shop at smile.amazon.co.uk, you'll find the exact same low prices, vast selection and convenient shopping experience as amazon.co.uk, with the added bonus that Amazon will donate a portion of the purchase price to Forever Manchester.

Millions of products on Amazon Smile are eligible for donations to charities by Amazon. You will see eligible products marked 'Eligible for smile.amazon.co.uk' on their product detail pages.

You use the same account on amazon.co.uk and smile.amazon.co.uk. Your shopping cart, wish list, and other account settings are also the same.

When purchasing anything on Amazon Smile, you will be prompted to select a charitable organisation. All you need to do is select Forever Manchester and then we'll get 0.5% of the net purchase price (excluding VAT and other shipping fees).



For Those Things to Bear in Mind.

Collections.

If you plan to do a collection for us, you can request a collection shaker, box or bucket. Please be aware there are regulations and restrictions about collecting money in publicly owned spaces or private businesses that aren't your own. To request a shaker call us on 0161 214 0940 or email us at marketing@forevermanchester.com

Raffles and Lotteries.

Raffles and lotteries are also governed by legislation, so our advice is to make use of our own 'Captain Manchester's Magical Tombola' which is a small society lottery and is registered with the licensing authority. It is run in compliance with the rules laid down by the Gambling Act 2005 (gamblingcommission.gov.uk) and is subject to the laws of England and Wales. For details about our tombola, visit ForeverManchester.com/Tombola

Data Protection.

Data Protection is something you will need to know about if you are collecting people's personal details. As a rule of thumb, don't collect or keep personal information you don't need, and don't share personal data about someone without their permission. For more information read Forever Manchester's Privacy Policy at ForeverManchester.com/privacy-policy/

Insurance.

When you organise a fundraising event, you are responsible for making sure it poses no risk to others. Please check what public liability insurance is in place at the venue where you are hosting your fundraiser.

Food Hygiene.

If you are handling food please take care and work to the basic rules for safe preparation, storage, display and cooking. Please refer to food.gov.uk/ **food-safety**



For Raising Money.

Setting Your Target.

It's often helpful to set a fundraising target. Not only does it help keep you motivated right up to the day of your event, it also helps advise those sponsoring you how much they should give to help you reach your target.

Collecting The Money Raised.

We would advise using **JustGiving.com** as the preferred way to collect your sponsorship money. On our website you'll find a ten-step guide to setting up your JustGiving page at **ForeverManchester.com/setting-up-a-just-giving-page/**

The beauty of JustGiving is that all the money raised comes directly to us. Any money collected off-line can either be added as a donation on JustGiving, or you can pay us via other ways (see next page).

If you are collecting cash, you can request a Forever Manchester collection shaker, box or bucket by ringing 0161 214 0940 or email us at **marketing@forevermanchester.com**

Promotional Tools.

To help you with the promotion of your fundraising activity, we have pulled together some fundraising tools, which can be accessed via **ForeverManchester.com/fundraising-tools/**

Tell us about your fundraiser via:

marketing@forevermanchester.com
0161 214 0940

Twitter: **@4EVERManchester**
Instagram: **@4EVERManchester**
Facebook: **/ForeverManchester**



For Paying Money In.

If you have raised or collected for Forever Manchester, you can pay the money in using one of the following options.

Pay Online by Credit or Debit Card.

Follow the step by step process at:
ForeverManchester.com/pay-in-money-raised-from-your-fundraiser/

Pay via Bank Transfer (BACS).

If you wish to pay your money in via BACS, our bank details are:

Account Name: Forever Manchester

Bank Name: Barclays Bank

Sort Code: 20-55-41

Account No: 10773654

Pay via Paypal.

- Log in to your PayPal account
- Click on the "Pay or Send Money" button.
- Select "Pay for Goods or Services"
- Type in the email address accounts@forevermanchester.com
- Enter the amount of money you want to pay in.
- Add a note to reference the event or activity the money was raised for.
- Click "Continue" and wait for the payment review page to load.
- Click "Send Money" at the bottom of the payment review page after you are sure all the information is accurate.

Just Giving.

- Go to JustGiving.com/ForeverManchester
- Click Donate.
- Enter amount raised.
- When prompted to add a message, please make reference to the event or activity the money was raised for. (Please note, this message will be made public, unless you choose to be anonymous).
- Add Gift Aid if appropriate.
- Check your details and confirm payment.

Pay by Cheque or Cash.

Please make cheques payable to Forever Manchester and include a note to reference the event or activity the money was raised for. Send it to our offices at:

Forever Manchester
2nd Floor, 8 Hewitt Street
Manchester M15 4GB

If you have collected cash, please bring it with you in person to the above address Monday-Friday between 9am-5pm.

If you have any problems attempting to pay in money, please give us a call on 0161 214 0940 or email accounts@forevermanchester.com





Forever Manchester

2nd Floor, 8 Hewitt Street, Manchester M15 4GB
Tel: 0161 214 0940

marketing@forevermanchester.com
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Facebook: **/forevermanchester**
Instagram: **@4EVERManchester**

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