



# Fundraising Guide.

Forever Manchester is the only charity that raises money to fund and support community activity across Greater 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 connected communities make stronger, happier communities, so we love any activity that brings people together.**

**Join the movement. Get involved.**  
**[ForeverManchester.com](http://ForeverManchester.com)**

Forever Manchester is all about:

- Giving everyone the opportunity to be happy.
- 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.

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. These activities are the lifeblood of our neighbourhoods, they are happening right now on our doorsteps and they are being run by people who give up their precious time to make our communities happier and safer places to be.

Forever Manchester cares about those people who care enough to act. We champion local people doing extraordinary things together. When advice, encouragement and funding is needed, Forever Manchester is there to provide a hand up to support them.

Since Forever Manchester was established in 1989 we have delivered over £53 million into local communities, benefiting 1.2 million people. All of the money raised for Forever Manchester is used to fund and support over 1,000 community projects each year. This means we will have supported community activity within one mile of your home or business if it's in Greater Manchester.

Forever Manchester is a charity for people round 'ere, supporting community activity year in and year out. But to do all this great stuff we need to raise money. So whether you are a company or individual, your generosity can create something special right across Greater Manchester; keeping it great.

# 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 this Fundraising Guide and for more information please visit:

**[ForeverManchester.com/fundraising](http://ForeverManchester.com/fundraising)**

If you have any questions regarding fundraising for Forever Manchester, please contact us at:  
**[marketing@forevermanchester.com](mailto:marketing@forevermanchester.com)**  
**0161 214 0940**

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





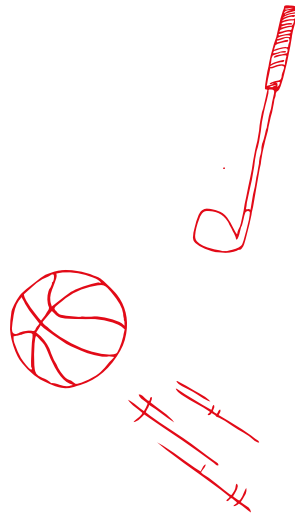
# For The Fun of it.



**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 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 together and let their creative juices flow.**

With 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
- Sell Captain Manchester's Magical Tombola tickets on our behalf. For more information, visit [ForeverManchester.com/tombola](https://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 usually 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 Magical Tombola tickets or donating proceeds from an 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](mailto: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](https://smile.amazon.co.uk).

When you shop at [smile.amazon.co.uk](https://smile.amazon.co.uk), you'll find the exact same low prices, vast selection and convenient shopping experience as [amazon.co.uk](https://amazon.co.uk), with the added benefit that Amazon will donate 0.5% of your eligible purchases to Forever Manchester.

Tens of millions of products on [smile.amazon.co.uk](https://smile.amazon.co.uk) are eligible for donations. These are marked 'Eligible for [smile.amazon.co.uk](https://smile.amazon.co.uk)' on their product detail pages.

You use the same account on [amazon.co.uk](https://amazon.co.uk) and [smile.amazon.co.uk](https://smile.amazon.co.uk). Your shopping cart, wish list, and other account settings are also the same.

On your first visit to [smile.amazon.co.uk](https://smile.amazon.co.uk) you need to select Forever Manchester as your charitable organisation before you begin shopping.

**amazon**smile  
You shop. Amazon gives.

# 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](mailto: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](https://gamblingcommission.gov.uk)) and is subject to the laws of England and Wales. For details about our tombola, visit [ForeverManchester.com/tombola](https://ForeverManchester.com/tombola)

## Data Protection.

Data Protection is something you will need to know about if you are collecting 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/](https://ForeverManchester.com/privacy-policy/)

## Health and Safety.

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. 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](https://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. Visit **help.justgiving.com** for guidance on how to set up your JustGiving 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 money for Forever Manchester, you can pay it 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 correct.

## 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).
- Don't forget to add Gift Aid.
- 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  
1<sup>st</sup> Floor, Phoenix House,  
45 Cross Street, Manchester, M2 4JF

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 questions relating to paying your money in, please call 0161 214 0940 or email

**accounts@forevermanchester.com**





**Forever Manchester**

1<sup>st</sup> Floor, Phoenix House  
45 Cross Street, Manchester, M2 4JF  
0161 214 0940

[marketing@forevermanchester.com](mailto:marketing@forevermanchester.com)

**ForeverManchester.com**



Company Limited by Guarantee  
Registered in England and Wales under 2785133  
Registered Charity No. 1017504



Registered with  
**FUNDRAISING  
REGULATOR**