

Local Fundraising, Publicity and Communications

Background

We have a highly dedicated and hardworking team of some 1000 volunteers across the country, all sharing a common goal of wanting to help people with disabilities achieve a better quality of life. This we do with enthusiasm and professionalism - and without charge. We work quietly and without fuss and as a result not many people really know that Remap exists, let alone know any details of what we can do to help their clients, family or friends. Our future success will depend on becoming better known. We have a very small central office with the equivalent of 2.5 full-time staff, and we have a network of 82 community based groups of volunteers. The central office can provide publicity materials to provide a consistent and strong brand, but raising awareness locally and across the country is what will most successfully contribute to a heightened profile for Remap and raise the funds to help the charity go forward.

How can panel members help bring money in?

The majority of our volunteers join to use their skills to help people with disabilities. They frequently say they did not join Remap to get involved in shaking collecting tins, and we absolutely sympathise with this. But shaking tins is not what is required.

Generating referrals, recruiting more volunteers and raising funds are all interlinked. They are all part of the whole communication process that we should be undertaking in our local communities. A healthy and vigorous two-way relationship with the local community will bring success on all three fronts. A panel which works to raise its local profile will not only generate more referrals, it will inspire more people to become volunteers and it will raise more funds as people see the value of the work it does and want to help. Such a panel will often have members both willing and able to give talks and organise other events.

If a panel has no such person, then the best way forward is to recruit someone specially, someone to have responsibility for publicity and fundraising. Friends and families of our volunteers or clients may know of Remap's work and want to help. They may have talents in the field of publicity and fundraising and feel that

they could make a valuable contribution to Remap by offering to organise events or raise money themselves.

Telling people about Remap, describing the huge difference many of our projects can make, explaining how we use the skills and experience gained over a lifetime to help people in the local communities can in itself be extremely rewarding. The public tend to love Remap when they hear about it.

We have found someone who is going to focus on improving communication and bringing money in. What are the best ways they can go about this?

1. Approach local charitable trusts

For many panels, local charitable trusts can be the most effective way to raise money. Their great strength is that they exist to give money to charitable causes. You have to know what kind of causes they support and make your case appropriately, which can be tricky when you start out, but head office are very experienced at negotiating the application process and getting the best out of it – please do contact us for help.

The best place to start looking for them is the local authority website. It is likely to list not only money it itself has to give out to community groups, but also all the charitable trusts in the area which can help. Some elected councillors and officials also have their own ring fenced funds to donate to local charities.

There are also many printed guides available to help and your local library should have copies of the Guide to Local Trusts and the UK Guide to Company Giving. They are both published by the Directory of Social Change www.dsc.org.uk. Alternatively the central office can run an online search for the local trusts (but not for companies).

Some panels have put together joint applications for funding in the wider local area comprising a number of panels. The Awards for All scheme run by the National Lottery operates on this regional basis and will fund projects such as computer equipment, seminars etc. Please check with the central office before starting an application of this type, or ask us to prepare the application on your behalf.

2. Involve influential people

Approach friends and other local contacts who may be in a position to help. For example; someone who is or about to be captain of the local Golf Club may be looking for a local charity to support via a golf day or to make charity of the year; contacts within local church based groups may be willing to suggest Remap as a charity to support for a period of time and of course local businessmen and women.

3. Arrange talks to local groups

Contact all the local groups like Women's Institutes, Rotary, Round Table, Masons, Lions and Probus, tell them about Remap and ask if there are opportunities to talk at one of their meetings. Local churches can be very supportive, as Remap's work fits perfectly with what they are trying to do among their parishioners.

Most groups will pay a fee. Always ask if there is one; if there isn't, you can still choose to do it, but simply asking gives them a nudge towards offering something. Church groups will usually have a collection from their congregation for you, and will often give further support. Mention that we are entirely dependent upon voluntary donations and that such donations are always welcome

If an organisation feels a particular affinity with Remap, they may consider adopting Remap as one of their charities for the year. This can generate substantial contributions as well as raising Remap's profile locally, often with influential people. Panels have in the past been supported in this way by masonic groups and local golf clubs.

If you are unsure about the material it can be provided from Head Office. We have Powerpoint presentations which give the national backdrop to Remap's work, highlighting key achievements and illustrating useful case studies with high quality photography. These can be supplied in whatever form is convenient to panels.

4. Organise events

Like talks, events provide an opportunity to promote your panel's work, not just raising money but also providing an opportunity for panel members to socialise. Examples are:

- Running a raffle at a disability exhibition. One panel helped a disabled artist and successfully raffled a donated painting. Others have acquired items to raffle at other local shows.
- Running coffee mornings with the help of friends and relatives.
- Running sponsored events. These are probably the most lucrative events and members have organised sponsored cycle rides (sometimes using adapted bikes), persuaded partners to shave their heads, grow beards etc, run half marathons or walk long distances. The amounts raised are usually in excess of £1000.

Use the Institute of Fundraising's Website for advice. Remap is a member and as such we are obliged to follow their guidelines. The Codes of Practice are very useful and can be easily downloaded. For example several panels have used the Codes in order to follow the correct procedure in running a raffle.

www.institute-of-fundraising.org.uk

5. Clients and carers, friends and family

All cases that we undertake are completed free of charge to the user. We are very proud of this and determined it should continue. However, clients and their families could be a very valuable source of donations to Remap, and we should be doing everything we can to build them into a support group that will stay with us and use their influence to encourage others to join.

Most clients or carers will ask about charges at the outset. Make sure they know that the service does involve expense and that a donation would be very welcome – while stopping short of telling them there is a charge for Remap's work. It is a good idea to nudge them, but the choice to donate must be theirs.

If you ask for a donation, ask the giver to fill in a gift aid form. Panels typically raise between £70 and £350 each year from gift aid. At head office we often receive donations for work done by Remap for a family member and these can vary from £5 to £1000. We also receive gifts in memoriam and legacies from clients and their carers.

All clients should be given information about Remap including on how to make a donation. The referrals leaflet - the six pager with a lady using a laptop on the cover – contains a donation form. Some panels have designed their own 'nudging' leaflet, and central office is producing one for panels requiring it. This will give contact details, both locally and nationally for immediate and for future use.

We will also be providing a 'Friends of Remap' pack which can be left with clients. This will:

- paint a picture of Remap and all the ways it makes life better for disabled people
- encourage clients and their families to pass on information about the charity to their friends and get them to join our supporters' network.
- give details on how to make a donation, leave a legacy or in memoriam funding.

6. Local Press

Local newspapers will not give money directly, but are a useful route to funding. They carry many articles about the work of local organisations, whether it is the Rotary club paying for a special wheelchair or an event in aid of the hospice. If your panel has completed an interesting or unusual case and the client has no objections, contacting the local press will often result in a feature article. While this may initially appear to be of little direct benefit to fundraising, we have many examples of panels subsequently being contacted by people and companies wishing to donate to our cause, having been moved by what they have read or seen.

If a paper is interested in writing a story based on a case study, they will often send a photographer to take pictures. If they do, find out if you can have the use of some of these pictures for general publicity purposes, and please be sure to let central office know.

We can support panels with literature and marketing material if required to follow up any enquiry received.

7. Use the Gift Aid System

Under the Gift aid system charities can claim 25% of the value of a donation back from HMRC providing an amount equal to the amount being claimed has been paid in tax by the donor, either income tax or capital gains tax. From 2013 charities will be able to claim up to £5000 a year from small donations (under £10) without the need for declarations. Many panels have been claiming Gift Aid since the system was introduced. The majority do this by asking the donor to fill

in a declaration and passing the information on to Remap central office. Remap make the claim to the Inland Revenue and either refund the panel the 25% or keep it centrally, depending upon the panel wishes. We ask panels not to send individual claims for less than £20 but to accumulate several before sending us the details.

Fundraising without Fundraising

In addition to the above and using the Gift Aid system Remap is in a position to legitimately generate a further amount, which could reach £20,000 per year, from the Inland Revenue.

If volunteers who are tax payers routinely claim travel expenses to the panel meetings and donate the money back to Remap, this could raise £9000 across the network. If the volunteers who currently don't claim for travel expenses when visiting clients did so this could raise £4000. If materials currently donated to Remap for jobs by members are sold to Remap and the money donated back this could raise £8000. If members attending regional meetings, AGM's etc claim expenses another £1000 would be generated. Don't forget that you can claim 20p /mile for using a bicycle and 5p per mile for taking a passenger as well as the 45p mileage for car use.

Claims and donations could be sorted at each panel meeting, the Revenue ask that at least the first transactions per donor are made by cheque.

High Rate Taxpayers

For taxpayers in the 40% and 50% brackets, the Revenue will refund £25 or £37.50 respectively for every £100 donated.

Restricted Funding can be turned into Unrestricted Funding

Many panels believe that money given for local use is restricted to funding local projects and consequently may find it difficult to use.

Funding volunteers' expenses is a proper use of such funds. If the volunteer makes a donation back to panel and his donation is unrestricted then the restricted fund is spent and replaced by unrestricted income.

Donations from members' expenses – dealing with them in your panel accounts

Case 1 volunteer A

The volunteer donates the entire amount of expenses allowable to Remap

Enter the amount as Expenditure in panel accounts.

Enter it again as Income.

Do the two entries on the same line in the accounts.

The amounts will cancel each other out and not affect the bank balance

Case 2 Volunteer B

The volunteer donates a proportion of the amount of expenses allowable to Remap

Split the amount of expenses claimed into 2 parts: the part which is being donated and the part which will be paid back to the volunteer.

Enter both amounts as separate items of Expenditure in panel accounts.

Enter the amount donated as Income in panel accounts.

Do the transactions on the same line in the accounts

The amounts being claimed and donated back will balance each other out, while the amount being claimed and *not* donated back will show as panel expenditure.

Send cheque to volunteer for actual expenditure.

Example

Volunteer A claims £9.60 for travel expenses to panel meetings and donates the full amount to Remap.

Volunteer B claims £82.80 for travel to various meetings of which he wishes to keep £37.20

Panel Accounts

Volunteer	Expenditure	Income
A	9.60	9.60
B	37.20	
B	45.60	45.60
Total	92.40	55.20

The treasurer sends a cheque for £37.20 only to volunteer B for his actual expenditure and then forwards the claim for Gift Aid based on £55.20 to central office for processing. The Gift Aid reclaimed on the £55.20 can either be kept by central office or returned to the panel

The amounts can be entered into panel accounts monthly or aggregated and entered at the year end, as long as the transactions in and out are entered at the same time.

Forms

The process for claiming Gift Aid and the forms are at the end of this document see pages 16 - 18.

8. Check expert websites

I would especially recommend the Institute of Fundraising website (www.institute-of-fundraising.org.uk). This has very useful information and is accessible to anyone. Click on:

- '*About Fundraising*' for information on over 30 topics including '*Finding Funding*' '*Getting Started*' and '*Volunteer Fundraisers*'
- '*Codes and Regulation*' for information about best practice, handling cash collections setting up raffles etc.
- '*Groups and Networking*' for details of the local groups in your region. They will have details of informal networking meetings where you can meet people in a similar position, discuss ideas and attend a short presentation. There may be a small charge for non members but it will usually include refreshments.

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Other links which you may find useful are:

www.better-fundraising-ideas.com – has some innovative and novel ideas on fundraising

www.dsc.org.uk - for publications, details on funding websites and training the Directory of Social Change is very good and many of their publications are held in local libraries

www.funderfinder.co.uk

www.fundingtoolkit.org

www.henrysmith.org.uk

www.institute-of-fundraising.org.uk

www.j4b.co.uk

www.trustfunding.org.uk

There are so many ways of raising local awareness and funds that lateral thinking and 'brainstorming' can lead to surprisingly successful outcomes!

I hope that we have given you at least one or two new ideas for fundraising, it may be more difficult to raise money in the present climate but many panels tell us that there are still funds available. Remap is a fantastic small charity and we can make a very compelling case for support. Thank you for reading this.

Les Brown – chairman, South Bucks panel
Fred Maillardet – trustee and chairman, Brighton panel
Jill Homewood – central office fundraiser

And now for some thoughts from top fundraising panels

The Bristol panel is a panel that recognises that using publicity to raise awareness gains referrals, recruits and funding. They see it as one communications package. To give you a flavour of their activities under this heading, here is a summary of their activities, mainly by their star fundraiser **Bruce Lee**, in just one month in early 2011.

- 7 talks given in the last month
- networking with the MS Society and Cerebra (for people with cerebral palsy).
- attending a weekly Stroke Café at the Southville Centre that is being run as a 10-week pilot by the Bristol Stroke Association to investigate new ways of supporting people affected by stroke.
- contact made with several Rotary Clubs, who have indicated that they may be willing to fund a particular project for a client. This will be useful for the most costly jobs.
- A client of the panel, a trainee journalist, is writing an article about Remap for the Spinal Injuries Association's journal.
- Looking into opportunities to get donations from supermarkets. These are often given out locally so members of panels could apply to their local store.
- invitation arranged to a National Family Week (30 May to 5 June) event in Kingswood Park in June.
- enquiries made about attending an Armed Forces Day in Page Park (Kingswood) on 25 June.
- a panel member is running a 10k race in March and will be asking people to sponsor her to raise money for Bristol Remap.

Martin Grant, the treasurer and fundraiser for the **Leicester panel** attended a recent regional meeting, and heard a number of panels expressing concern about their ability to raise funds. Martin went away from the meeting and within a few days he had produced the following guidance, which we are reproducing in full because we think people considering taking on fundraising for the panel will find it both encouraging and inspiring.

“I am sure that I am speaking for the vast majority of Remap engineers, when I say that I volunteered my time and skills to make aids for disabled people, not to fill in forms and organise fund-raising beetle drives.

But, towards the end of last year I - as treasurer of the Leicestershire and Rutland panel - realised that unless we raised some funds quickly, we couldn't sustain our present expenditure on referrals. Something had to be done; so I attended a fundraising seminar given by Voluntary Action Leicester - a council backed organisation supporting local charities, there should be an equivalent organisation in your area.

I was given a list of website addresses of local charitable trusts and foundations whose sole reason for existing is to give money away to worthy causes. I was told that only one in ten applications would probably be successful, so I applied to ten different places asking for either £1,000 or £500, whichever was on offer.

Now, as we all know, Remap is a very worthy cause. It ticks many boxes. We enhance people's lives with our devices in so many ways; everything we make is affordable to everyone because there is no charge; we make things for people of all ages, ethnic backgrounds, genders etc; we recycle and reuse materials, which makes us environmentally friendly and cost effective; and we are respected by health professionals who find our service invaluable and without equal.

Apart from a couple of hours last November, I have had no training in fundraising and have always detested form filling. So I was somewhat surprised (and a little embarrassed) when the expected success rate of 10% very soon turned into 40%.

Some applications were made by completing an online form, others just required a letter. It wasn't difficult and didn't take long, but it turned our finances around dramatically. The really good thing about these funding bodies is that they nearly all support charities in their localities, so you won't be treading on your neighbouring panel's toes when you apply.

Attached is a short list of funding bodies which you can apply to; a few hints on filling out applications; and a copy of a letter sent to a local foundation, which seemed to do the trick. Please feel free to cut and paste where you like. Don't leave it to the last minute to apply though - some funders take 1-3 months to process an application."

As I've said, I'm not an expert at this but it doesn't seem to be difficult and it isn't too time consuming. Anyway, you like a challenge, otherwise you wouldn't be a Remap volunteer!

Best of luck

Martin Grant, Leicestershire and Rutland panel

Martin's guide to fundraising

WHO TO APPLY TO

Many supermarkets or chain stores have a 'community fund' which local charities can apply to. Remap panels qualify because although we are members of a national charity, we operate at a local community level and are responsible for raising our own funds. Try Googling

Asda Foundation

Tesco Charity Trust

Co-op Membership Community Fund

The Act Foundation (Sainsbury's)

Greggs Foundation (the bakers)

Other retail outlets have different ways in which they raise money for local charities, such as Waitrose/John Lewis. They all want to be seen to be giving something back to their communities and of course they like to publicise the fact, which gives us much needed publicity too.

Any large companies whose headquarters happen to be in your area could be a source of community funding and possibly volunteers. Even some large companies which cease to exist still have charitable foundations

The Henry Smith Charity has never refused our applications for £1,000 or £500. They only used to operate in a few areas but looking at their website they may have gone national.

Your local council or charity support team are another good source for funds and links to potential funders. Council grants can be generous (we managed to get a three year package of £1,500 per annum back in 2009 and similar schemes are still operating); although the application forms can be a bit laborious, there are a number of interim forms to complete and they want to see every single receipt. Most foundations and trusts just send a cheque and trust that it will be spent on what you stated on the form or letter. They may ask you for a few details on the devices you make for their publicity.

Local newspapers often give money away, sometimes in conjunction with other organisations who wish to give a one-off bursary. Banks, local companies and councils often use this route.

Most of the information you need to identify a funder can be found online. A comprehensive list of what I assume to be all UK charitable trusts can be found at www.fundfinder.org.uk. Ignore the bit about registering and click 'links to charitable trusts'. There are hundreds of them, all in alphabetical order. Unfortunately, until you click on the link to their websites you can't find out what sort of things they aim to support or whether they operate in a specific area or nationwide. The trick is to look for the name of local cities or towns in the charity's name. Most of the funders who turned us down were out of our area, even though they suggested it didn't matter. Some are being more selective, because they are feeling the pinch of low interest rates.

For frequently updated information on grants you could register with www.j4b.co.uk, or for tips on form filling and jargon the Leicester website www.fundingtoolkit.org is helpful.

TIPS ON APPLYING

Foundations usually have criteria on what they are prepared to fund and in what field. They all seem to be happy to fund costs for materials and most are ok with travel and other specified costs. They always clearly state the kind of things they will fund and those which they definitely won't. Stating that we will have to make a small contribution to our HQ for insurance and publicity, should not be a problem. A recent grant from our local council was quite happy about it, because it is a legitimate cost, necessary to keep the local group operating. Many national organisations with a local community presence have to pay an annual fee to their HQ and funders recognise this. There are many more opportunities to raise relatively small amounts at a local level than large amounts at a national level.

Some funders talk about funding a specific project. Don't worry about this, just state that your project is ongoing. Also, they may ask what the project will cost. Be honest about this, we don't know. All you can give is an estimate, based on number of referrals and average costs from previous years.

Many funders have a standard application form either online or to be downloaded. Have your most recent annual expenditure, income and surplus

figures to hand and it seems to be helpful to tell them your present bank balance, which will probably be a lot lower than most applicants. Ask for a reasonable proportion of your expenditure (20 - 30%) and always state that you cannot be specific about how much money you will need because we never know what we will be asked to make. Most funders state a range of amounts which they are prepared to give. I have found that a request for £1,000 or £500 is generally acceptable. Council funding can be variable because if they haven't had enough applicants for the allocated funds, they can offer you more than you ask for. Be careful what you accept though, because they usually want you to spend a grant within one year, if you don't, they take the unspent money back and they may not look favourably on future applications.

Other common information asked for is how long the panel has been operating, how many people you will help (on average) and sometimes questions about their gender, ages and ethnicity: to which the answer, "We do not record this type of data, our service is available to any disabled person", seems to do the trick.

On the next page I've given a few typical questions you could find on application forms along with answers I gave, which were successful.

Some funders just require an application by letter; so on a separate attachment you will find a copy of a letter which I drafted for the Leicester panel, which has had a 50% success rate (2 out of 4). Feel free to use the parts relevant to your panel if you wish.

TYPICAL QUESTIONS ON APPLICATION FORMS

The only parts of an application which takes time is where you are asked to explain the nature of the work we do, our objectives, aims, activities, outcomes, etc. If it's a community fund you are applying for get the word "community" in as many answers as possible.

The following are three actual questions and the answers I gave. There is usually a word limit which gives you an idea of whether they want a detailed answer or a summary sentence.

What does your group do? (Co-op Community Fund)

Our volunteer engineers design and produce custom made technical equipment,

to suit the needs and abilities of local disabled people of all ages. Our aids can help the disabled to gain more independence, greater mobility, continue with their career or schooling, or enable them to take part in a favourite hobby or pastime. We provide the aids free of charge and do not make anything which is commercially available. We work closely with health and welfare professionals to ensure that our aids are appropriate to the client's needs. We keep costs low by recycling and reusing materials wherever possible. It has been estimated that for every £100 we spend, we produce around £2,000 worth of equipment.

Describe the project for which you are applying for funding (also on the Co-op form, and in Remap's case similar to the other question, but try not to repeat a previous answer)

We wish to continue our valuable and unique service to the disabled people in our local community. Although the average cost of a device we produce is £40, some recent ones have cost over £500. This means that we never know what our expenditure will be each year. We are proud to say that we have never refused to make a device, whatever the cost, and have always given them free of charge to the client. A grant would help us to buy the materials we need and the small costs we incur to keep our panel operational.

Please explain the aims, objectives and activities of your organisation (Tesco Charity Trust)

Remap's aim is to improve the lives of the disabled people in our local community, by giving them more independence. Our objectives are to design and produce high quality devices for a person's specific ability and need, and give it to them free of charge. Our volunteer engineers use their knowledge and skills to produce the equipment in their home workshops, and we never produce anything which is commercially available. We often work closely with health and welfare professionals to ensure that our unique aids are appropriate to our client's needs. Although Remap is a national organisation, each local panel is required to raise its own funds to continue its valuable service to the community.

Note: There is a subtle difference between aims and objectives, which the application processors look for. Sometimes you are also asked for 'outcomes'. Our outcomes are more general but a blanket answer can be something like, "The outcome is that disabled people can continue with a favourite hobby or pastime, become more mobile, and their access to work, schooling or community activities is improved".

SAMPLE LETTER

Dear

I am writing to request a grant on behalf of Leicestershire and Rutland Remap panel.

Remap is a national registered charity (No. 1137666), which has been supplying one-off technical aids to disabled people for over 40 years. It consists of 84 local panels throughout the UK and has been in operation in Leicestershire and Rutland for 22 years. We make devices which are unique and cannot be bought commercially. Our equipment can be to help people become more mobile, give them greater independence or enable them to take part in a favourite hobby or pastime. Each device is designed and produced specifically to the client's needs by a small group of resourceful engineers; who, working in their home workshops, freely volunteer their time and expertise. Our volunteers also include occupational therapists and physiotherapists, to ensure that each device is perfectly matched to a client's ability and needs.

The Leicestershire and Rutland Remap panel takes referrals from health professionals, community services and directly from disabled people. We currently undertake 50 – 60 jobs a year. Recent examples of our work include several large projects for STEPS – a Leicestershire charity which works with children with motor disorders; a highly sensitive finger pressure pad for a young man who has very little movement in his hands, but wishes to use a computer; a variety of attachments for wheelchairs - such as trays, camera supports, head rests and ipod speaker mounts; and a range of solutions for people with mobility problems. In some cases we are able to give advice, or direct people to equipment which is already available. Feedback from our clients is always very positive and we willingly adapt and modify their aids if their condition or ability changes.

Each Remap panel is required to raise funds independently and so we rely solely on local donations and grants, which we use for materials, transport costs and a small contribution to our head office for insurance and publicity. It has been estimated that for every £100 we receive in donations we are able to

produce £2,000 worth of equipment. This is because there are no labour charges and our engineers are very adept at using components salvaged from things which would normally be thrown away. Donations from clients have fallen in recent years and we find ourselves relying on a few small grants (£500 - £1,000) from trusts and foundations. This year we have received £1,000 grant from a Leicester shopping centre and £1,500 from the Grassroots Community Fund.

Our service is completely free of charge, no matter what an item may cost to make. The cost of the items we have recently produced range from a few pounds to over £500; depending on the complexity of the device. So far we have never had to refuse to make a piece of equipment due to lack of funding. Our bank balance at present stands at £1,950 and our annual expenditure is between £3,000 and £4,000. Due to the nature of our service we have no way of accurately estimating what our annual income or expenditure will be.

We would be very grateful if The Act Foundation would consider Leicestershire and Rutland Remap for a grant of £500 - £1,000, which would help us to continue to provide our valuable and unique service to the community. It may also provide us with much needed publicity, to raise awareness of our service and attract more volunteers.

If you would like further information about Leicestershire and Rutland Remap or more examples of the jobs we undertake, please do not hesitate to contact me. I would be happy to send photographs of our work by email. My address is treasurer@remapleics.org.uk

Thank you.

Yours sincerely

'Martin Grant.

The Gift Aid Process

A Donations

- Ask the donor to fill in a *Gift Aid Declaration*, this only needs to be done once
- Pay donation in to Panel bank account
- Add donor's details to the *Gift Aid Processing Form*
- Send the *Processing Form* and any *Declarations* as required to Central Office indicating whether the reclaimed tax is to be retained centrally or sent to the panel
- Please wait until you have donations totaling at least £25 before sending

B Donations linked to expenses

- Ask the volunteer to complete a *Gift Aid Declaration* if appropriate
- Ask the volunteer to fill in an expenses claim, preferably monthly
- Include panel meetings, client meetings, materials donated by volunteer etc
- For the panel meetings you could just agree an allowance of, for example, £10 per meeting
- Pay the expenses claim by cheque
- If the volunteer does not wish to keep either all or part of the expenses then ask the volunteer for a cheque for the donation at the same time as paying the expenses.
- Record expenses in Panel accounts
- Record donation in Panel accounts
- Pay donation in to Panel bank account
- Add donor' details to Gift Aid Processing Form
- Send *Processing Form* and any *Declarations* as required to Central Office indicating whether the reclaimed tax is to be retained centrally or sent to the panel
- Please wait until you have donations totaling at least £25 before sending

NB If the first payments to and from the volunteer are made by cheque it is possible that in subsequent transactions cheques need not be exchanged . However the paperwork must be accurate.

Gift Aid Declaration Form

Gift Aid Declaration

Name:

Address:

Postcode:

I would like this and any future donation to Remap to be considered as Gift Aid.

I confirm that I have paid an amount in tax equivalent to the amount Remap can reclaim.

Signature:

Date:

