



# Your fundraising guide



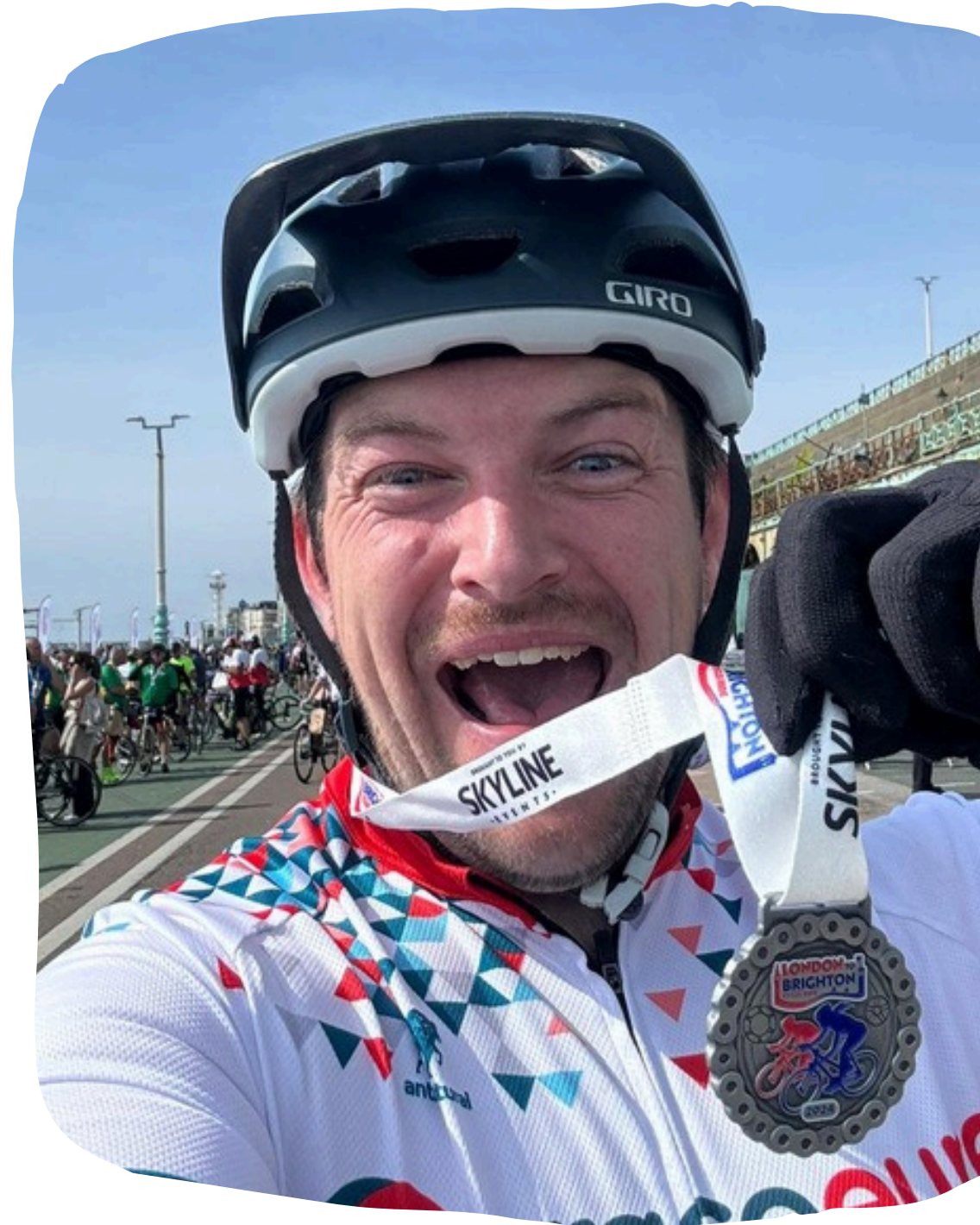
**Your help matters. It helps build communities where everyone feels respected and valued.**

# Hello and welcome to #TeamGraceEyre

**Thank you for being a  
fundraising superstar and  
choosing to support Grace Eyre.**

Your efforts, enthusiasm and dedication make a real difference, and we're here to help you every step of the way.

In this pack, you'll find everything you need to make your fundraising a great success.



# How your fundraising makes a difference

**The Grace Eyre Foundation has been supporting people with a learning disability and/or autistic people across Sussex for nearly 130 years. Today, we support over 600 people every year.**

We go above and beyond the provision of statutory services by providing innovative projects that enrich and transform people's lives.

Projects such as Pioneer Arts which develops and celebrates people's artistic talents, Travel Buddy which gives people the confidence, knowledge and skills to travel independently, and Employability which provides tailored work experience and skills-based training for people to get a job. Ultimately, Grace Eyre provides the support that people with a learning disability and autistic people want and need, so they can live their lives the way they want to. But we can't do this alone.

Our work relies on the kindness and generosity of our wonderful community and people like you. By raising funds for Grace Eyre, you can make a real difference and help build a better future for people with a learning disability and/or autistic people.



# Top 5 Fundraising Ideas

Here are some simple ideas to raise money in aid of Grace Eyre.



## 1 Sponsored challenge

Set yourself a challenge, such as a walk, run, swim, cycle, abseil\* or read-a-thon, and ask people to sponsor you.

## 2 Give it up

Sometimes less is more. Get sponsored to give something up such as chocolate, alcohol, smoking for a month or more.

## 3 Birthday fundraiser

Ask people to donate to Grace Eyre instead of buying you a present, you could do the same at Christmas.

## 4 Get together

Organise a get together with friends, family, neighbours or colleagues and ask people to make a donation, this could be a coffee morning, picnic, dinner party or street party!

## 5 Bake off

Encourage a bit of competition! Ask people to make and donate cakes for a cake sale, charging £2 a slice and give a prize to the "best bake".



\*For selected challenge events we will reimburse a proportion of your entry fee depending on how much you raise, visit our website for more details.

Stuck for ideas? Get in touch with our friendly Fundraising team, we're full of ideas and are here to help. Call 01273 201900.

# Top tips to maximise your fundraising

## Set up your fundraising page

JustGiving is a great and easy way for people to donate. Add photos and a personal message about why you're doing this and don't forget to keep your page updated, it makes a huge difference!

## Set a target

Pages with a target raise more money, so aim high and let everyone know about it. If you start to get close, don't stop there – aim even higher!

## Tell your story

Let people know why Grace Eyre's work matters to you. Maybe you've seen the impact first-hand or have a special reason for supporting us. Share this story and be clear about why you believe in our cause.

## Utilise your networks

Reach out to friends and family – they're likely to be your biggest cheerleaders and supporters. Don't forget about your colleagues too, and maybe even ask your employer if they'd be willing to match-fund your efforts.

## Shout about it

The more people know about your fundraising, the better! Share your fundraising page on social media, in emails and WhatsApp groups and let people know how they can help, including sharing it. You can also put posters up in community spaces (just remember to ask for permission first!).

## Say thank you

Show your appreciation. A heartfelt thank you can go a long way. Update your page with notes of thanks or send personal emails to everyone who supported you. It makes them feel appreciated and keeps them engaged.

# Fundraising essentials

**We have lots of resources to help make your fundraising a success. Let us know if there's anything you need.**

## Resources

- Collection tins
- Downloadable posters
- Social media templates
- JustGiving guides
- Flags
- Banners
- Sponsorship forms
- Stickers
- Tablecloths
- T-shirts\*



Subject to staff availability, we can also attend your event to tell people more about Grace Eyre and how their donations will make a difference.

\*Requires a minimum of £25 fundraising



# Every penny you raise makes a difference

**Your support helps people gain confidence and independence.**

Travel Buddy trainee, Anya said:

"I really enjoyed the travel training and my travel buddy was really supportive and good to talk to. When I learnt the journey I felt really independent. It was the first time I used the bus by myself. It was a good thing to do and I would recommend it."

Anya's mum, Marie, said:

"I can't recommend Grace Eyre's travel training scheme enough. My daughter's confidence in using the bus grew week by week and we are so proud that she can now make her journey by herself. It is not something that we envisaged her being able to do before. It has boosted my daughter's confidence and made her feel more independent. I really am enormously grateful to Grace Eyre for that."



Mellie completed our Employability project and now has a job at Grace Eyre supporting other people with a learning disability and/or autistic people. "Grace Eyre has had a huge impact on my life and career. The Grace Eyre Employment Project helped me to build my skills and confidence and start my own jewellery business. I now use those skills in my job running drama and art sessions at Grace Eyre."

# The legal bits

**Fundraising is fun! But it's important that everything is safe and legal.**

## **Raffles and lottery draws**

Some raffles require a licence under the Gambling Act. Raffles with tickets sold on a single day with the draw on the same day don't need a licence. However, if tickets are sold in advance or the draw takes place on another day you will need a licence as this is classed as a lottery. Contact us for more info.

## **Food hygiene and allergy licenses**

Food hygiene is really important, especially around allergies like nuts, etc. If your fundraising involves food take extra care when preparing, storing or serving food and ensure the ingredients are clearly marked. Check out the Food Standards Agency website, [www.food.gov.uk](http://www.food.gov.uk) for guidelines

## **Photography and videos**

A picture can be worth a thousand words. But before getting your camera out, just make sure everyone is happy to be included and for the images to be shared. You must have permission of parents/carers to take or use photos/videos of children under 18 and vulnerable adults.



# The legal bits continued

## Licenses

Check with your venue that they are fully licensed for your event, including music and alcohol licenses. If you are planning to fundraise in public you may need a Collection License, Alcohol License or to file a Temporary Event Notice with your local council. Visit your local authority website for more details.

## Bucket collections

We have Grace Eyre collection pots available for you to use. All pots and buckets should be sealed with a security sticker, please keep them sealed until they are returned to the fundraising team. Make sure any children helping to collect money are supervised at all times.

## Keep it safe

Don't do anything that puts you or your supporters at risk of harm. Before hosting an event it's a good idea to do a risk assessment.

## Our logo

Our brand is really important to us. If you'd like to use our logo to help promote your event, or you need help creating posters, invitations, press releases or tickets please get in touch, [marketing@grace-eyre.org](mailto:marketing@grace-eyre.org).



# How to pay in your money

## Thank you, you are a fundraising superstar!

You and your efforts have raised vital funds for Grace Eyre and thanks to you, we can deliver innovative services and pioneering projects that enable people with a learning disability and/or autistic people to live the lives they want.



### Online

Donations made via JustGiving will come directly to us. Any other monies can be donated online via the donation page on our website, please just let us know so that we can record it properly.



### Cash

If you'd like to donate cash, please bring it into our Head Office. Please do NOT post it.



### Cheque

Please make cheques payable to Grace Eyre Foundation and send them to our registered address.



### Collection Tins

If you've borrowed our collection tins, please return these to our Head Office sealed and labelled with your name and address.

If you need any further support or have any questions, please don't hesitate to get in touch with our friendly Fundraising Team, [fundraising@grace-eyre.org](mailto:fundraising@grace-eyre.org). We are here to help!

# Thank you!

**On behalf of everyone at Grace Eyre, a huge and heartfelt thank you for your fundraising efforts, kindness and generosity.**

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