



Framework
For your future



Fundraising Starter Pack

2021

Welcome

Thank you for choosing to fundraise for Framework!

We are always amazed by the lengths to which people will go to support our work and make a difference to local homeless and vulnerable people.

As we emerge from the Covid-19 pandemic, we are just as ready to get back to normal as you are! Therefore, we have planned ahead and put this pack together to help you set up your Framework fundraiser and ensure it is a success.

In this pack you will find:

- An A-Z list of exciting fundraising ideas
- Links to downloadable fundraising tools such as posters, a sponsorship form and more...
- Social media advice
- How to send your donations to us

About us:

We are a charity delivering housing, health, employment and support services to people with a diverse range of needs across the East Midlands in Derbyshire, Lincolnshire, North Lincolnshire and Nottinghamshire, and in Sheffield.



This year we are celebrating our **20th anniversary** of building better futures.

Regardless of their past, or the challenges they face, we empower people to achieve social inclusion, independence and financial stability because we believe that everyone has the right and potential to achieve a better future.

Homelessness can happen to almost anybody and your support allows us to help the greatest possible number of people in need. Without your help we would be unable to support as many people as we do. You can help us to change and even save lives.



Where the money goes:

Every single penny you raise will go towards helping local homeless and vulnerable people across the East Midlands and in Sheffield on their journey towards financial stability, social inclusion and independence. Here are some examples of what your donations could pay for:



Will allow our Nottingham Street Outreach team to answer a call from someone sleeping rough.



Enables us to provide a heating allowance to a home in crisis.



Buys a pack of essential items for a rough sleeper or Framework resident moving on into a home of their own.



Pays for a three hour early morning outreach session by two staff working with up to 20 rough sleepers.



Enables a Befriender to work with an isolated person for two months – giving time and support to help someone move on from crisis.



Enables a vulnerable person to train and become a volunteer. It also pays for their expenses for a year.



A-Z of Fundraising



Afternoon tea - Host your very own afternoon tea party at home, at work or at school. Charge entry to your guests and raise extra funds by running a raffle or tombola.



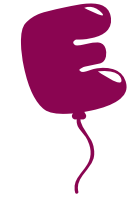
Bag packing - Get your youth group down to the local supermarket and help pack people's bags in return for a donation to Framework - you'll be surprised how generous people are at the till!



Coffee morning - Coffee and cakes sales are some of our most popular fundraisers with our supporters. Open your house, church or community to your friends and family for the day and raise funds by selling cakes.



Dinner party - Host a themed dinner party and ask your guests to pay an entrance fee as a donation. Make sure you remember to take lots of photos and tag Framework on social media!



Easter egg hunt - Charge an entry fee and hold your own community Easter Egg Hunt.



Fun day - Arrange games, music, competitions and stalls at a nearby hall or sports club. There is a lot of planning and costing involved in this style of activity, but the end result will be incredibly rewarding.



Gym challenge - Set yourself a gym challenge to help achieve your fitness goals. Cycle from London to Paris on an exercise bike or do a 24 hour row; ask your friends and family for sponsorship.



Helping hands - Get together a group of friends and do odd jobs in your community. You could raise funds by mowing neighbour's lawns, walking dogs or washing cars.



Ideas - Although we've given you some inspiration, we are always delighted to hear your original ideas.



Join in - Piggyback on an existing event in your community (for example, a fun fair or school fête), and run a stall or activity on behalf of Framework.



Karaoke competition - Everyone loves a bit of karaoke! Source prizes for the best singer and the not so good singer.



Lottery - Run a lottery with friends or in the office, with half of the proceeds used as prize money and the other half donated to Framework.



Music concert - Entertain the crowds with your own recital, or hire bands of musicians.



Non-uniform day - The perfect fundraiser for schools or offices. Pay £2 to wear whatever you want. Why not even go one step further and organise a fancy-dress event?



Open garden day - Ask visitors to donate an entry fee and raise extra funds by selling plants, teas and coffees.



Puppy love - Hold a dog themed event as a fundraiser. This could be a dog grooming day or a 'dog-jog' sponsored run.



Quiz night - Everyone loves a good quiz. This could be at your local pub, as a work social night or even a virtual quiz!



Ramble - Take to the countryside for a mass walkabout. Throw in a theme (fancy dress, singles, three legged, Easter), and charge for entry and refreshments.



Sleep out - Host a Sleep out event at home or with your community group, or join our flagship event; Framework's Big Sleep Out. Keep in touch to find out more about our next event!



Tuck shop - Sell sweets, healthy snacks, cake and drinks at work or at school.



Unwanted items - Set up a jumble sale at home, at school or in your workplace and sell your unwanted items to raise money.



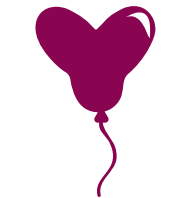
Virtual event - As we have discovered during the Covid-19 pandemic, an online fundraiser can be just as successful as a physical event. Why not go live on social media to talk about your fundraiser or set up a JustGiving page to share with family and friends? Using technology to raise funds often means you can reach more people, making all your efforts worth it!



Wax it! - Ask your friends and family to sponsor you to wax your legs or your chest for Framework. Just make sure you have the aloe vera at the ready!



Xbox competition - Gaming enthusiast? There's no better way to fundraise for Framework than with a gaming competition! Ask for a donation to participate and game to your heart's content!



You make the difference - We rely more than ever on the generosity and support of the community. No matter how big or small your fundraising event is, raising awareness of homelessness is the vital first step towards tackling it.



Zumbathon - Ready to burn off the calories from your afternoon tea, coffee morning or dinner party? Set up an online Zumba session and ask for donations!

Down to Business

Whilst we encourage you to think outside of the box with your fundraising ideas, please be aware that there are various guidelines which we ask you to follow.

For further information please visit: www.institute-of-fundraising.org.uk



Logo – If you are planning to produce your own posters, flyers or publicity materials for your event please send an email to: fundraising@frameworkha.org to request a copy of our logo. We ask you to do this so that we can ensure our logo is being used appropriately.

Please also ensure that your fundraising materials clearly state that your event is in aid of Framework, Registered Charity No. 1060941, and that you are not a Framework employee.

If your supporters have a specific enquiry about Framework or how the funds raised will be used, please advise them to contact our Fundraising Team.

Public collections – It is illegal to collect on public property or to collect door-to-door without obtaining a licence from your local authority. You should give yourself plenty of time to obtain a licence/permission to ensure you get your chosen date. You will then need a letter of authorisation from Framework.

For your authorisation letter please email: fundraising@frameworkha.org

Raffles and Lotteries – If you are planning a lottery (such as a tombola, raffle or sweepstake), you should be aware that there are laws and rules about what you can do.

You can find a really useful resource from the Gambling Commission online at: www.gamblingcommission.gov.uk

Health and Safety – If your event requires a risk assessment, we recommend you do this early on so you can identify any potential hazards and take steps to reduce the risk of them happening.

If you are using a venue for your event, please ensure you adhere to their rules on health and safety for that venue.

Large events – You may need a qualified first aider on site. For other events, a first aid box will be adequate and most community venues have these.

Your local St John's Ambulance or local authority will be able to give you advice on first aid.

Insurance and Licences – Dependent on the size of your event you may need to obtain public liability insurance. Insurance may be covered by the venue, but some insurance policies may require an additional payment to get an event covered. If you are planning to sell alcohol, food, provide entertainment or hold collections you may need a licence.

As the event organiser, you are solely responsible for all expenses, insurance, liabilities, permits and advertising for the fundraising activity. Framework will only serve as the benefitting party of your fundraising activity

Visit your local authority's website to learn whether you will need a licence and how to apply.

Spread the Word

Once you've finalised your ideas and confirmed your date, it's time to get promoting!

Posters and Flyers – We've created a blank poster which you can use to promote your event locally on noticeboards or shop windows. If you decide to make your own design, please do not forget to send artwork to fundraising@frameworkha.org for authorisation. Please include the following on any publicity or advertising material: Framework is a Registered Charity, No. 1060941.




Local Media – Organisations are often looking for stories about local people who are doing fantastic things for charity or their community. The best way to get noticed is often to write a press release and send it to local papers, radio and TV.

There are many local websites which are often free to promote events. Your local radio station will often promote your events for free and may even interview you about it.

Remember to allow plenty of time between getting in touch and the start of your event!

Social Media – Promote your event on social media, making good use of any additional materials you've prepared. Share your event with us on our social media channels, creating your own snappy hashtag!

Follow us

-  @Framework Charity
-  @Framework_HA
-  @FrameworkCharity
-  Framework UK
-  www.frameworkha.org/signup



Phone

0115 970 9558

Email

fundraising@frameworkha.org

Fundraising Resources



Framework's fundraising team would love to hear about your events. To make your event a breeze, we have also included a blank A4 poster, sponsorship form and certificate that you can download from the links panel below.

You may wish to invite a Framework Speaker. Many of our staff members are trained in public speaking and can be booked to talk at your event. This is a great way to gain a real insight into the work that we do. We regularly arrange talks at schools, faith/youth groups, community centres and clubs of all kinds and can make sure that it is appropriate to the needs of your group.

If this is something of interest for your fundraiser, please contact our Fundraising Team using the details at the end of this pack, giving as much notice as possible.

Permission to use your photographs or videos

If you would like Framework to post about your fundraiser on our social media channels to say thank you to your supporters, please get in touch with the Fundraising Team. We will be able to provide you with a permission form which, once completed, will allow us to share any photos/video footage of your fundraiser.

Safe events are great events

It's important to make sure that everyone taking part in your event is safe. You will need to make sure that you know where the first aid kit is and who can help if someone gets hurt. If you are selling food or drink, ensure that it is prepared in a clean environment and let individuals who have allergies know what you're selling.

Helpful links:

- [A4 Blank Poster Template](#)
- [Sponsorship Form](#)
- [A4 Certificate](#)



Sending your Donations



Congratulations on organising your event or challenging yourself for Framework.

All of your hard work and the money you have raised will enable us to tackle homelessness across the East Midlands and in Sheffield, making a huge difference to the lives of so many people.

After the event you might like to send a thank you to your participants letting them know how much you have raised. This could be done via an email or social media to help you save on costs. You might also like to put up a poster, thanking people for supporting your activity and saying how much you have raised. [You can download a blank thank you poster here.](#)

There are two easy options for sending in your donations:

1 Online

If you've raised money online using JustGiving or Virgin Money Giving we will automatically receive your funds so you don't need to worry.

2 Bank transfer

The easiest way to pay in your funds. Framework's account details are:

Account name:
Framework
Account number:
84593342
Sort code:
60-80-09

As reference please quote the name of your event.

Thank you!



We are always so impressed by the variety of fantastic fundraising events that are organised for Framework and are encouraged and inspired by how much people want to help. We rely more than ever on the enthusiasm and generosity of our supporters so, on behalf of everyone at Framework, a huge thank you for your support!

We'd love to keep you updated about the impact your support has had as well as with all the latest happening at Framework. If you haven't already, please consider signing up to our [mailing list here](#). You can sign up for emails, post or both and can opt out at any point if you no longer wish to receive information from us.

We hope that with this pack and the resources available you will have everything you need to get started. However if you need any more guidance, or have suggestions as to how this pack could be improved, please don't hesitate to contact Framework's fundraising team. Otherwise, please go forth and fundraise!

Email: fundraising@frameworkha.org

Call: 0115 970 9558

Website: www.frameworkha.org

A Company Registered in England and Wales and Limited by Guarantee 3318404. RP No. LH4184. Reg. Charity No. 1060941.

Registered office: Val Roberts House,
25 Gregory Boulevard, Nottingham NG7 6NX

