

FUNDRAISING

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Finding grants: online and published resources

There are several good sources of information about where to find grant funding online. You can also find details of trusts and statutory funders at Westminster libraries.

Search for grants on the internet

- **Funding Central** includes a comprehensive listing of grants available to voluntary and community groups across the UK. It's free to register on the site, and to search for grants. [Visit the Funding Central website](#)
- **Grant Makers** is a free international funding database. [Website](#)
- **Trust Funding.** The annual subscription £300 but you can access the database for free at their London office: *Directory of Social Change, 352 Holloway Road, London, N7 6PA.* [Website](#)

Funding information at Westminster libraries

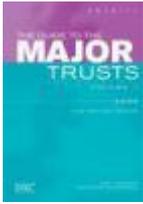
There is a range of fundraising resources available at Westminster's libraries, including information about grant-making trusts and grants for individuals in need.



The guide to UK company giving

Available at [Marylebone Library](#) and [Westminster Reference Library](#).





The guide to the major trusts

Available at [Marylebone Library](#).



The guide to grants for individuals in need

Available at [Marylebone Library](#).



Directory of Grant Making Trusts (2010-11)

Available at:

- [Marylebone Library](#)
- [Paddington Library](#)
- [Westminster Reference Library](#).

How to Write a Good Funding Application

After helping hundreds of voluntary organisations with funding applications, we've picked up a few ideas on what makes a winning application. Our six tips for grant fundraisers are a good place to get started.

Keep focused on the difference you want to make through your project.

When writing your application, focus on two questions. What do you want to change? And how does your planned project help bring about that change? Even if it seems obvious to you, make sure that you spell out exactly how the activities you want to run with help to achieve the change you want to bring about.

Don't assume your reader knows anything about your work

The grants officer that reads your application probably doesn't know anything about your organisation, or the area you work in. So make sure that your application says clearly who you are, what you do, and what the local issues you deal with are about. It's a good idea to ask someone who doesn't know your group to read your draft application. Do they understand what you're trying to say?



Speak the same language as your funder

When you're writing your application, try to use the same language as your funder does in their guidelines. For example, if they talk about benefiting "the elderly and infirm", you should use that phrase too.

Be creative when it comes to showing evidence of need

Most Trusts will expect you to say how you know there is a need for your project. If you don't have time for surveys or focus groups, this is the time to think creatively. Phone or text your members to ask for their views. Ask for a show of hands at a meeting. See if the council or local NHS has done any research in this area. What you find out might not be formal research, but it certainly counts as evidence of need.

Only start an application if your project is a good fit with the funder

Don't be tempted to make an application unless your project is a good match for a Trust's funding priorities. You might hope they'll bend their rules for you. But they won't, and your application will end up on the rejection pile. Or worse, you might end up trying to squeeze your project to fit funding criteria that aren't appropriate.

Be realistic in your budgeting

Some people think their application has a better chance of success if they ask for less money than they need. Others are tempted to ask for more than they need, in case the funder asks them to cut costs. But it's better to avoid either approach. Under-costing a project looks can seem like bad budgeting. And excessively over-costing a project can just seem untrustworthy.

And remember, simple things can make a big difference...

- Keep a back-up copy of your application. Computers break down. USB drives go missing. Make sure your draft application is saved in at least two places and avoid the horror of starting from scratch the day before the deadline.
- Be specific: give facts and figures whenever possible. Detail inspires confidence. Vagueness just makes it sound like you haven't thought things through properly.
- Spelling and grammar not your strong point? Then give yourself time to ask someone to check your draft application.
- Don't use jargon. A good test is to ask yourself whether the man who sat next to you on the bus would understand what you're writing.
- Don't leave your application to the last minute. If you're going to bother applying, do it properly. It's less stressful, and you'll have a better chance of success.
- Type your application, if possible. It looks much more professional.
- Check and double-check that you've enclosed all the supporting papers that are needed. Then ask a friend or colleague to check one last time.



How to Run a Charity Collection

Collecting money on the street is a hassle – but if you can handle all the paperwork involved, can be a good way to raise funds. Collections at railway and tube stations are much easier to organise, and might be a better idea for most of us. You can also try collecting at your local supermarket.

Collecting at National Rail stations

Registered charities can apply to hold a fundraising collection at National Rail stations (like Paddington, Charing Cross and Victoria, for example).

1. Read the guidelines to make sure your organisation is eligible
2. Download and fill in the application form
3. Download and fill in the indemnity form
4. Find the contact for the station where you want to do the collection
5. Send both forms to your chosen station contact

For more information, [visit the Network Rail website](#)

Collecting at London Underground stations

Registered charities can apply to do a charity collection at a London Underground station.

It's a simple process:

- Contact the London Underground Charities Team
- Give details of your organisation, and your planned collection
- If your proposal is agreed, you'll get a "letter of authority" which gives you permission to collect at specific stations on specific dates.

For more information:



One Westminster, 37 Chapel Street, London NW1 5DP
Tel: 020 7723 1216 Email: general@vawcvs.org
Registered charity 295501 ♦ Registered company 2052268



Tel: 0343 222 0022 (seven days a week 08:00 - 20:00)

Email: lulcharities@tfl.gov.uk

Write to: Charities Team

Customer Service Centre

14 Pier Walk

North Greenwich

London

SE10 0ES

Street collections

Street charity collections are heavily regulated, and you might decide that it just isn't worth the trouble. The regulations include the following requirements:

- All street collections need to be approved by the Metropolitan Police, who will issue a permit to collect on specific days in specific areas
- If you're collecting across London, you need to be able to have collectors in at least 20 of the 32 London boroughs
- If you want to collect in just one borough, you need to get a letter of support from the mayor or chief executive of the council
- Your collectors need to wear identification, and to use sealed collection boxes
- You need to report back to the police on how much was collected
- If you raise more than £400, you may need to get your collection witnessed by an accountant.

Collecting at supermarkets

Tesco

There are two Tesco Metro supermarkets in and around Westminster (Covent Garden and Victoria). Each store makes its own decisions about charity collections, so you need to contact the store directly if you want to do a collection. Tesco Express stores do not allow charity collections.

Waitrose

There are four Waitrose stores in the Westminster area (Porchester Road; Edgware Road; Marylebone High Street; and Tottenham Court Road). Waitrose doesn't allow charity collections in its stores, but its Community Matters scheme donates between £500 and £1,000 a month to local charities. Call in store to nominate your organisation for a share of the monthly donation.

[Read more about the Waitrose Community Matters scheme](#)



Managing the money from public collections

The **Charity Commission** recommends that you have proper financial controls to ensure that money raised from collections is handled properly, and that you and your organisation are not open to any accusations of wrong-doing.

- At least two people should be involved in handling and recording the money received
- Collection boxes are individually numbered and their issue and return is recorded
- All collecting boxes are sealed before use so that it is apparent if they have been opened before they are returned
- All collection boxes are regularly opened and the contents counted
- General public collections are counted in the presence of the collectors and a numbered receipt given to them; and
- Cash collected is banked by the charity as soon as possible without deduction of expenses.

For more information about your responsibilities in fundraising, [read the Charity Commission publication Internal Financial Controls for Charities](#)

Where can you get collection boxes and buckets?

There are lots of suppliers of collection boxes and buckets online. We don't have any specific recommendations, but you could try the following companies:

- [Fundraising supplies](#)
- [Tallai](#)
- [Care from Contraband](#)

Receive Donations by Text

Want to collect donations by text? JustTextGiving is a new service that helps charities, no matter how big or small, raise money by text donation. It's free to set up and run.

JustTextGiving is run by Vodafone and JustGiving. It allows people to donate to your charity quickly and spontaneously, and with no need to give their credit or debit card details.

You don't need to be a Vodafone customer to donate, or to receive donations, and charities receive every penny that is donated to them. It's a great service, and easy to set-up.

The drawback is that the service is only available to registered charities.

How does JustTextGiving work?

Charities that sign up for the service create a unique Vodafone Individual Code. When someone wants to donate, they send a text that includes the Code, and the amount they want to donate, to



70070. Donors also have the chance to add Gift Aid to their donations, so that your charity gets an extra 25%.

Get started in four simple steps

1. Call JustGiving free on 0800 007 5103 to get your JustGiving login details
2. Set up a JustGiving account – it's quick and easy to do, and lets you track donations received by text
3. Add a Vodafone Individual Code (VIC): this is what your supporters will use to text donations to you
4. Put your VIC on your publicity, so people know they can donate to you by text!

For more information

Visit the JustGiving website at www.justgiving.com/justtextgiving or call 0800 052 1081

Commissioning and procurement in Westminster

What is commissioning and procurement?

Commissioning is the process of planning, purchasing and monitoring services used by a local authority.

Procurement is one part of the commissioning process. It is about purchasing the service the public body has decided to buy and giving a contract to the organisation that provides the service.

For more detailed information, [download the NAVCA Beginner's Guide to Commissioning](#)

How Westminster Council procures contracts worth more than £50,000

Most contracts worth over £50,000 are procured using a two-stage process, which requires interested suppliers to pass a pre-qualification stage before they are invited to submit a tender. A pre-qualification questionnaire is used to assess a supplier's suitability to deliver. Those that pass are invited to submit a full tender.

The Council's guide to its tendering processes is slightly out of date, but it's still a good guide to how tendering works in Westminster.

[Download the Westminster City Council guide to tendering processes](#)

How Westminster Council procures contracts worth less than £50,000

Contracts worth less than £50,000 are procured using "invitation to quote" rather than a tendering process. The Council invites selected organisations, which must be registered on CompeteFor, to submit quotes to deliver a specific piece of work. For the smallest contracts (worth under £10,000), the Council needs at least one quote; for those worth £10,000 to £50,000, at least three quotes are needed.



To bid for contracts, you need specific policies in place

To register on CompeteFor, you need to have the following three policies:

- Equal opportunities
- Quality of service
- Environment

If you bid for a contract, or are invited to quote, you may also need to have other policies in place. For example, you might need a child protection policy to bid for contracts involving work with children and young people.

Voluntary Action Westminster can help you write the necessary policies and procedures.

How do I find out about contract opportunities?

Register on the [capitalE sourcing website](#)

