

FUNDRAISING PACK



Norfolk & Norwich Hospitals Charity



A CHARITY FOR THE COMMUNITY

The Norfolk and Norwich University Hospitals NHS Foundation Trust carries out nearly one million outpatient appointments, day case procedures and inpatient admissions each year.

Most people we treat are from Norfolk and north Suffolk, although some patients are referred from further afield to access specialist services available at this Trust.



www.nnuh.org.uk

fundraising@nnuh.nhs.uk

www.nnuh.org.uk



While the NHS funds the necessities, with the support of the community, we are able to fund projects that can have a real impact on the lives of patients, their families and staff.

The charity supports all areas of the hospital and incorporates over 350 different trust funds - from the wards through to the neonatal unit to staff training, research and equipment for example.

For more information and support please contact a member of the fundraising team to discuss your preferences as to where your money goes.

Any donation, no matter how big or small, will make a difference



fundraising@nnuh.nhs.uk

What your money could buy?

- £25,000 paid for a specialist incubators
- £700 could pay for a portable bed for Carers of a patient in palliative care
- £15 could pay for 3 pairs of slippers

www.nnuh.org.uk



Individual fundraising

This is a great way to learn new skills, challenge yourself in fun and exciting ways, raising awareness and money for our Charity.

[Find out more](#)



Community fundraising

Fundraising with friends and family, your local neighbourhood, your colleagues or your social network is a great way to raise awareness and money for our Charity.

[Find out more](#)



Corporate partnership

Can your business go above and beyond to support our fundraising over and above for our hospitals?

[Find out more](#)

HOW YOU CAN GET INVOLVED



School fundraising

There are many ways for schools to get involved, whether it is a sponsored event, non-school uniform day, or a Christmas present for patients.

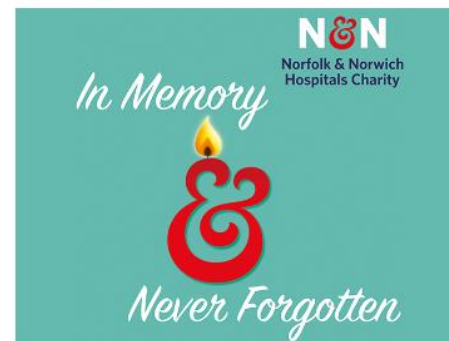
[Find out more](#)



Trust & Foundations

We have a wide range of projects that need your support, whether you can contribute £100 or £100,000. Find out how you can support us.

[Find out more](#)



Fundraising in Memorium

You will be surprised just how helpful even a small donation can transform the lives of our amazing staff and the patients that they treat and care for at your local NHS hospital.

[Find out more](#)

What to do next...

Once you have decided that you are going to fundraise for us and that you have confirmed the activity that you are going to do...



+ FUNDRAISE FOR US

+ CREATE A TEAM

Visit our website www.nnuh.org.uk and set-up your Enthuse fundraising page. By using Enthuse, you will help us to save money on admin fees. If you are an individual fundraiser please click: **Fundraise For Us**. If you are fundraising in a team, please click: **Create a Team**



Once you have created your page, make sure that you take photos, and that you share them on social media and tag: **@NNUHCharity** sharing your fundraising page will reach other N&N Hospitals Charity supporters that may donate to your fundraising activities. Promoting your activities via your personal social media, will help to get your story of your amazing support out into areas you would least expect.

We will support you in your fundraising and sharing with the local media.

We are able to provide collections boxes and tins on request but will need these back for reuse.

Please be aware that there are certain procedures that must be followed when fundraising. If you are unsure about any aspect of fundraising legalities, please contact us and we will be happy to help.

If you would like to hold a street collection, you must have a permit from the local council. Raffles are an excellent way of raising funds, however there are certain ticketing regulations with which you must comply. Please contact us if you are planning to hold a raffle and we can advise you on how to proceed.

Do you need a license? A Temporary Event License is required for all forms of entertainment e.g. sale/provision of alcohol, provision of food or drink, performance of live music, any playing of music, performance of a play or indoor sporting event etc. Please contact your local council for more information and how to apply.

How we can help



You can download your own sponsorship form from our [website](#)
Please let us know if you require a letter of authority for your workplace, school or committee

N&N

Norfolk & Norwich
Hospitals Charity

SPONSOR FORM

Please help me to support
N&N Hospitals and
enhance care for patients

FIRST NAME:		NAME OF EVENT:	
SURNAME:		DATE OF EVENT:	
ADDRESS:		CONTACT NUMBER:	
		EMAIL:	
POSTCODE:			

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A donation is worth more with Gift Aid!

Do you pay tax? If so your gift will be worth a quarter more to us - at no extra cost to you.
All you have to do is tick the box below, and the tax office will give 25p for every pound you give.

I am a UK taxpayer and would like the N&N Hospitals Charity to treat all donations I have made in the last four years, and all donations I make hereafter, as Gift Aid donations. I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (to April/S 5 April) that is at least equal to the amount of tax that all charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts by that tax year. I understand that other taxes such as VAT and Council Tax do not qualify.*

FULL NAME	FULL HOME ADDRESS (We cannot process Gift Aid without your full address and postcode)	POSTCODE	AMOUNT	DATE PAID	GIFT AID IT	OFT**
Example John Smith	1 High Street, Norwich	NR1 2AB	£10	1/5/19	<input checked="" type="checkbox"/>	
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SUBTOTAL (CONTINUED OVERLEAF)				£		

* If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

** Opt out – The N&N Hospitals Charity would like to hold your details in order to contact you about our fundraising, campaigning and services. If you would prefer us not to use your details in this way please tick the last box in the table above.

Norfolk and Norwich University Hospitals NHS Foundation Trust Charitable Fund (1048170)

[illegible]

www.nnuh.org.uk

The legal stuff...

You agree to:

- Ensure your activity complies with the local council's guidelines regarding fundraising and relevant health and safety regulations.
- If conducting cash collections in aid of N&N Hospitals Charity, you MUST abide by the guidelines on cash collections.
- You will only use lawful means to fundraise for the charity and must not do anything which harms or is likely to harm our reputation.
- You can only use the charity logo on promotional material relating to your fundraising activity. You will have this material approved by us before finalisation. Our charity number must be included in this material. Our name and logo may not be used for any other purpose.
- You will agree to make it clear to donors and participants that funds donated will support treatment of patients at the Norfolk and Norwich University Hospitals NHS Foundation Trust which includes: the N&N, the Jenny Lind Children's Hospital, the Cromer & District hospital and the North Norfolk Macmillan Cancer Centre.
- You agree that the charity does not accept responsibility or liability for an event or collection activity of mine and you agree that you are participating in this activity at your own risk.
- You agree that N&N Hospitals Charity can terminate my authority to fundraise at any time
- You will ensure that all money raised is handed into the charity within 8 weeks of the event.

If you have any questions, please ring on 01603 287107 or e-mail fundraising@nnuh.nhs.uk

Thank you for choosing N&N Hospitals Charity



fundraising@nnuh.nhs.uk

www.nnuh.org.uk