

# TRAVELBOUND

Olivier House, 18 Marine Parade, Brighton, East Sussex BN2 1TL  
Telephone: +44 (0)1273 265265 Fax: +44 (0)1273 265237  
E-mail: enquiries@travelbound.co.uk Website: www.travelbound.co.uk

## Fund Raising Tips & Advice Guide

When getting started on your fund raising challenge a good idea is to sit down with some friends or your family and think of lots of different ways to raise money. Write all the ideas down on paper and try to fill a whole page. (Remember: no idea is a bad idea at this stage.)

Pick one or two ideas out of your list that you think:

- I could do that
- People would be able to give money (10p an hour or 10p a mile etc.)
- I have the time to do that
- I have the things needed to do that.

If you can answer yes to all of the above then you've probably got a good idea. Also, don't worry if your idea is not the most original in the world, if people give you money then that's what counts!

Now, the most important part of asking for sponsorship is making sure you are safe. Never approach random strangers on the street and always ask your parents or teacher for advice before you start to ask people for money.

Ok, you've got your sponsored event and you've asked people for money using your sponsorship form. Now all you have to do is go for it! Always make sure you have a friend or family member with you so they can be a witness to say that you have actually completed your activity.

Finally, collect in your money and make sure you keep it safe or give it to your parent or teacher.

Remember, every penny counts and the more ideas that you have, and the more events that you take part in, the more money you will make towards your trip and for charity.

With the help of the DFES Website we have designed a list of useful guidelines and ideas that we hope will help you with your fund raising quest.

1. Government Grants
2. Business donations
3. School appeals and events
4. The National Lottery
5. Competitions and Awards
6. Grant making trusts
7. An A-Z of fund raising ideas
8. A letter template
9. A template sponsor form

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## **1. Direct Government Grants**

The main scheme is the Specialist Schools Programme for secondary schools. This provides £500,000 over four years for schools to specialise in arts, languages, sports and technology. Schools must raise £50,000 in 'matched-funding' to qualify.

The scheme has been proven to raise exam results as well as staff and student morale and the government has pledged to create 1,000 specialist schools by 2005 (there are currently about 530). Schools are given a relatively free choice of how they spend their cash, but must meet the targets outlined in their application. Ask your teacher if your school gets a Government Grant.

## **2. Business donations**

Many businesses are now happy to give cash or resources to schools as part of their community work or in return for positive publicity. So making strong links with the managers of key local businesses can reap far-reaching benefits. Schools are also discovering the value of involving such companies in delivering curriculum programmes, and the benefits students can get through working with local employers.

Businesses are often keen to provide support for a specific initiative (for example, equipping an ICT room), rather than providing general donations. A good place to start making these links is your local Yellow Pages or internet. Remember to ask yourself what is in it for the business too – look after your sponsors.

## **3. School appeals and events**

There are so many diverse ways in which you can raise funds from the community from fashion parades to cookery demonstrations. Many of these events can be linked into school projects or examination work, and helping to organise such events is great work experience and looks good on your CV.

## **4. The National Lottery**

The world's most successful lottery has injected a huge amount into the voluntary and community sector and is a potential goldmine for schools. Although many of the lottery schemes are not aimed specifically at schools, they are eligible to apply for funds under certain criteria.

The key is adapting the application to the requirements of the awards. The application forms for the larger schemes, such as building a sports centre, are still daunting, but there has been a recent move to simplify the application process, and many schools have had success in applying under the Arts for All Awards programme administered by the Arts Council.

## **5. Competitions and awards**

Barely a week goes by without a school competition being launched in the Times Educational Supplement. School fundraisers should do everything they can to support and encourage colleagues to enter students' work in such competitions.

It is surprisingly easy to build competitions into curriculum work, especially as some competitions simply require the submission of students' ready-prepared coursework. See if you and your school can win a competition.

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## 6. Grant making trusts

Scanning through the pages of the Directory of Grant-making trusts (published by the Charities' Aid Foundation and available in larger libraries) will reveal thousands of potential patrons. Carefully targeted applications to such funding bodies are often welcomed, but this type of funding is underused by schools.

The computer programme Funder Finder, available at [www.funderfinder.org.uk](http://www.funderfinder.org.uk), can help narrow down the search, and their web page of links to trust funds is an excellent resource.

There are a variety of other sources which may be tapped, depending on the geographical region of your school, including Single Regeneration Budget grants, Training Enterprise Council Funds and European Structural Funds. Your local government office will be able to advise which of these sources are available in your area.

### Other considerations

Local Education Authorities, eager for their schools to provide the much-needed resources to raise standards, are only too keen for schools to carry out their own fundraising work. It is worth finding out if there is a grants or funding officer at the LEA who could help your school by looking over your funding applications.

## 7. A-Z of fund-raising ideas

Make sure you check with your teacher if you're not sure how an activity makes money.

**All Day Event** - Ask your local sports club if they can arrange a 24-hour sponsored event such as badminton, squash or snooker.

**Bag Pack** - Ask your local supermarket if you can pack bags for a day.

**Car Boot Sale** - Get all your old comics, books and toys and sell them at a car boot sale.

**Dog Walking** - Walk your neighbour's dog (make sure they are both friendly first!).

**Exercise Day** - How about getting sponsored for exercising over a period of time?

**Fancy Dress Car Wash** - Ask everyone in your street if you can wash their car - dressing up in a crazy outfit makes it more fun.

**Games Day** - Get sponsored for playing games over a period of time. Games like Monopoly or Connect 4 or even Buckaroo!

**How Many Sweets in the Jar?** - Sell tickets for people to guess the amount in the jar.

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**Ice Cream** - How much ice cream can you eat in a minute? Ask people to sponsor you and find out.

**Jumping** – How many star jumps can you do? How far can you jump?

**Karaoke Evening** - Host a Karaoke night and charge teachers and students to take part.

**Language Challenge** – How much French/German or Chinese can you learn in a week?

**Mashed Potato** – How many bowls of mashed potato can you eat?

**No Eating Your Favourite Food for a Week** – What could you give up for a week?

**Open Day** - Tidy up your school garden and local garden lovers come and see your work.

**Peas** – How many peas can you eat with a fork within a period of time?

**Quiz Nights** – Get teams to enter while you bamboozle them with tricky questions.

**Rounders Tournament** - Who is the best team or who can hit the rounders ball the furthest?

**Snack Attack** - Everyone gets peckish in the middle of the morning, so make some cakes or biscuits and sell them at school.

**Tombola** - Get some raffle tickets and ask your friends, family and teachers to donate prizes.

**Unusual Stories** - Get your class to write an unusual story the winner is read out in assembly

**Variety Show** - Host a show and get your talented friends to perform for the local community.

**Whacky Races** – Build a go-kart and get sponsored before you race.

**X-Files Party** – Mulder will never have seen so many aliens at this party!

**Yorkshire Puddings** - Make your own Yorkies and sell them at school or see who can eat the most.

**Zoo Party** – Host a party where everyone has to dress up like an animal from the zoo!

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## 8. Letter Templates

On the next page there is a letter template that you could send to local businesses and shops.

Make sure you do your best to advertise the name of the shop as this will encourage them to sponsor you.

Remember; don't make promises you can't keep. For example: if you are going to say thank you in front of your school assembly then say this, don't tell the shop keeper that you'll be doing a TV advert!

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(Your School Address)

Dear (Mr Brain)

My name is (James Fund-Raiser). I am a student at (Excellent School, Peckham).

On (23<sup>rd</sup> July, 2010), I'm hoping to go to (Zanzibar) on an educational development trip. The trip is designed to be enjoyable, educational and inspirational and I am hoping to return with many positive experiences that I can transfer to our local community.

As I have to raise the funds myself, a total of (£1000), I am approaching local companies, such as (Brain's Butchers), in order to ask for sponsorship.

If you would like to donate an amount, that would help me to achieve my target, I'd be really grateful and would also mention your company wherever possible.

The trip will last for two weeks and will include activities such as:

(Bungee Jumping  
Jungle Adventure  
Initiative Exercises  
Outward bound adventures  
Team building  
Helping the local community  
Learning about other cultures  
Staying overnight in the jungle)

I really hope we can work together to raise the funds for this trip. If you need any more information you can contact my teacher (Mr Barnes) on his e-mail ([jbarnes@excellentschool.co.uk](mailto:jbarnes@excellentschool.co.uk)) or his phone number: (01280 654 321).

Many thanks for your time

Yours sincerely

(James Fund-Raiser)

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## 9. Sponsor form

My name is (James Fund-Raiser). I am intending to (swim the Channel) to raise money to go on an educational development school trip to (Zanzibar) with (Excellent School) and Travelbound educational travel company.

I intend to raise: (£1000) before (23/07/2010).

The trip is designed to be enjoyable, educational and inspirational and I am hoping to return with many positive experiences that I can transfer to our local community.

On behalf of myself and (Excellent School), thank you for your sponsorship.

If you need any more information you can contact my teacher (Mr Barnes) on his e-mail ([jbarnes@excellentschool.co.uk](mailto:jbarnes@excellentschool.co.uk)) or his phone number: (01280 654 321)

Change the sponsor form below to suit your fund raising activity. If you need more then you could always photocopy some more sheets.



