

## FUNDRAISING PROPOSAL FORM

Firstly thank you very much you for your interest in fundraising for Ability West – **we really appreciate your support.**

We will endeavour to assist you as much as possible with your fundraising but we also need to be sure it meets all the necessary safety and legal requirements.

Take a read of our guidelines, complete this form, with as much information on your fundraising plans as possible, and return it to us either via email to [cathal.ryan@abilitywest.ie](mailto:cathal.ryan@abilitywest.ie) or by post to Ability West, Blackrock House, Galway.

When we have received this completed form, we will contact you and go through your fundraising idea further.

### JUST A FEW BRIEF FUNDRAISING GUIDELINES...

- **Fundraiser management:** We are delighted to offer you advice and guidance around planning your event, however the overall running of your fundraiser including PR, event management and expenses are your responsibility.
- **Fundraiser PR:** Please inform us, in advance, of any PR you are planning to do.
- **Logos:** If you would like to use our logo, we will send you a high resolution version, just ask!
- **Proofing materials:** A final proof of your promotional materials which have our logo/name on must be sent to us for final approval. This is to ensure all our material looks the same across all our fundraising activity.
- **Sponsors:** Please let us know of approaches/requests you plan to make to companies for sponsorship or for prizes/draws, etc. We need to ensure that we are not covering the same companies twice.
- **CDs/Calendars/Event Tickets/Sales based fundraisers:** If you are planning to produce and sell CDs, Books, Calendars, etc. or to sell tickets as your fundraiser, you are solely responsible for their production, promotion and selling. We also don't take any liability for any financial loss that may arise from their production.
- **Legal:** All your fundraising activities must be in accordance with all applicable laws.
- **Insurance:** Ability West's insurance in some cases does extend to volunteer events. We will need all the event details in order to make a decision on each event.
- **Permits:** Some fundraising involving either cash, or non-cash collections from the general public may require a Garda permit, for which you can apply at your local Garda station. Don't hesitate to contact us if you have any queries.
- **Door-to-Door fundraising:** Should only be done if you know the people living in the house(s).
- **Cash handling:** To ensure you limit risk, at least two people should be involved with counting, handing over or banking of the proceeds raised.
- **Handing over funds raised:** It would be great if all funds raised could be given to us within 30 days of your fundraiser taking place. Let us know if it's going to take a bit longer than that.
- **Submitting this form:** Please complete and submit this form at least a month in advance of your fundraiser, giving plenty of time for us to help you out!

## ABILITY WEST FUNDRAISING PROPOSAL FORM

Please fill in as much detail as you can

CONTACT DETAILS																	
Name																	
Email																	
Tel (Mobile):	Tel (Other):																
Group / individual / company running the event / initiative:																	
Address:																	
EVENT/ INITIATIVE DETAILS																	
Name of proposed fundraiser :																	
Briefly outline your proposed fundraiser:																	
Date & time:																	
Venue:																	
Fundraising Goal: <i>(An estimate of funds you hope to raise)</i>																	
How will the funds be raised?																	
<p><i>(*if tickets are to be sold to parties other than your guests please contact your local authority about lottery licence requirements)</i>  <i>(**You must apply for a collection permit from the Gardaí before to can collect on the streett)</i></p>																	
<p><b>Resources:</b> We have a limited range of our branded resources to support your fundraising. Please tell us what you need and the amounts.</p> <p><b>Point to note:</b></p> <ul style="list-style-type: none"> <li>Please be mindful of our costs when ordering quantities, thanks!</li> <li>When your fundraiser is finished please return the collection buckets and any other unused merchandise.</li> <li>We may not have some/all of these items in stock at the time of your event, so sorry if this is the case.</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Resource:</th> <th style="text-align: right; border-bottom: 1px solid black;">Quantity:</th> </tr> </thead> <tbody> <tr> <td>Sponsor Cards</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td>Event posters</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td>Collection Buckets</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td>Small T-shirts</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td>Medium T-shirts</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td>Large T-shirt</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td>XL T Shirt</td> <td style="text-align: right;"><input style="width: 80px;" type="text"/></td> </tr> </tbody> </table>	Resource:	Quantity:	Sponsor Cards	<input style="width: 80px;" type="text"/>	Event posters	<input style="width: 80px;" type="text"/>	Collection Buckets	<input style="width: 80px;" type="text"/>	Small T-shirts	<input style="width: 80px;" type="text"/>	Medium T-shirts	<input style="width: 80px;" type="text"/>	Large T-shirt	<input style="width: 80px;" type="text"/>	XL T Shirt	<input style="width: 80px;" type="text"/>
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Are there to be any other beneficiaries besides Ability West?	Yes                      NO If Yes what's the % breakdown																

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