



## Gift Aid

Gift Aid is a great way to give donations a 25% boost absolutely free of charge! For this reason we invite every eligible person to sign up to Gift Aid to boost their fundraising and turn every £1 into £1.25!

### Gift Aid can be collected when:

- You are a UK taxpayer and the amount of Gift Aid claimed on your donations is less than the amount of Income and/or Capital Gains Tax you pay in the tax year.
- When you or one of your supporters ticks the box to add Gift Aid, they will be shown a declaration that they accept by ticking the box and adding Gift Aid.
- If donating regularly, you should also notify us if you wish to cancel your Gift Aid declaration, change your name or home address, or if you no longer pay sufficient tax on your income and/or capital gains.

### Collecting Gift Aid on online pages:

- Gift Aid will be collected and paid to us directly when using an online platform such as Just Giving, gofundme, Facebook or PayPal.
- If you are using your online page for event entry or raffle tickets – you cannot collect Gift Aid and must turn this off when setting up your page.

### Adding Gift Aid to your donation:

- When donating via our website you will be asked about this and can tick the box to add Gift Aid so long as you meet the Gift Aid requirements.
- When donating via cash or cheque, you can sign a Gift Aid declaration to add Gift Aid to your donation. Ask a member of our team for this form.

### Dos and don'ts of collecting Gift Aid:

**Do** – always use your home address and complete the form in full

**Don't** – use ditto marks (“”) when completing the form or complete the form on someone else's behalf

### Can and cannot of collecting Gift Aid:

**Can** – collect gift aid on a donation being made by you from your own money where the amount to be claimed is less than the amount of tax paid on your income and/or capital gains.

**Can** – encourage Gift Aid when collecting sponsorship for an event you are participating in.

**Cannot** – claim Gift Aid on a bulk of donations being paid into your fundraising page/directly to the charity made up of individual donations by others. Please request a sponsorship form to collect Gift Aid on individual offline donations.

**Cannot** – claim Gift Aid on any funds raised from a fundraising event where you are charging entry or selling something e.g. a bake sale or raffle

**This document is meant for guidance only.**

**For further information please check the Gift Aid section of the Government Website.**

