

# FUNDRAISING PACK

ABBEY  
FIELDS



*By the community,  
For the community,  
Forever...*

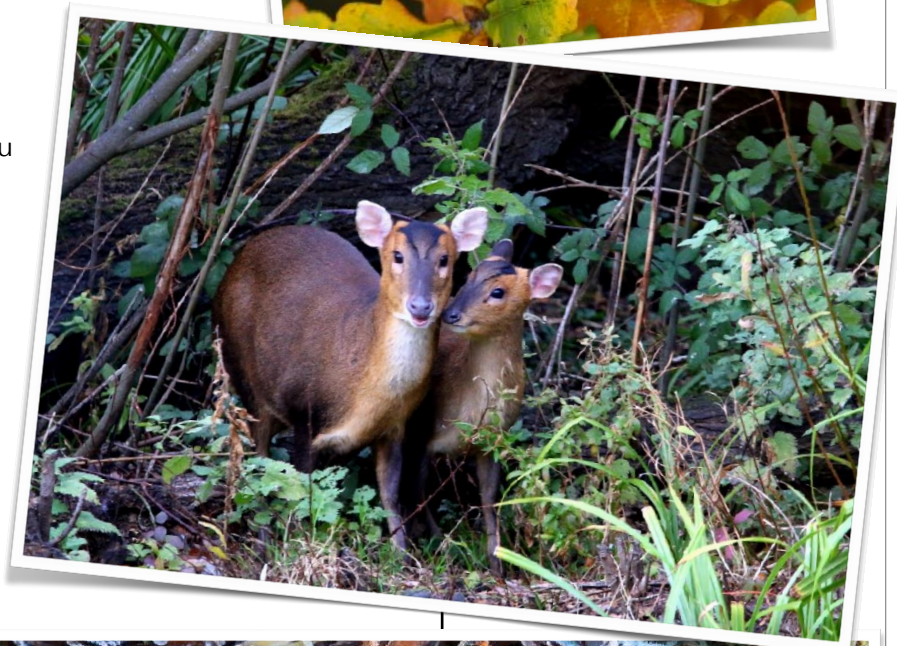
# Thank you!

## ...for choosing to raise funds for Abbey Fields

We are raising funds for our community to buy and to look after Abbey Fields: the wildlife-rich mosaic of habitats at Croft Close Set Aside, and Long Meadow with its historic perennial grassland.

These will be places close to the heart of Histon & Impington where nature thrives, and where people can enjoy and learn about the wildlife, and appreciate Abbey Fields' serenity. By raising funds, you will be helping secure these wonderful places for the community to cherish and the wildlife to flourish.

This pack is intended to help you raise these funds. But if you have any questions, please contact us at [hello@abbeyfields.online](mailto:hello@abbeyfields.online) . If a phone call works best - just let us know a number and we will get back to you.



## How you can help

There are many ways you can raise funds to help our Abbey Fields campaign. This pack sets down all the important information you need to know and helps you go ahead, confident this will be easy and fun.



All fundraising donations are paid to **Histon & Impington Green Spaces**, the charity behind the Abbey Fields campaign.



We are saving these places from the risk of urban development and enabling them to be havens for wildlife, accessible to the community. You can help us safeguard them for the future.



# Making Plans

## When first planning your fundraising, you need to consider:

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- Have you already agreed to do something which is suitable as a fundraising event? Or are you starting fresh? It could be anything; a local running event, something to inspire the kids, a sponsored coffee morning or maybe a wildlife count.
- When is a good time to do it. Are good weather or long evenings important? Could it be done just on one day or might it take place over weeks or even longer?
- Who might sponsor you, and why? How can you appeal to your supporters?
- Where will it take place? Do you need anyone's permission to hold a sponsored activity there?

## Set yourself a target

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- Set yourself a target of how much you hope to raise for Abbey Fields. A target will often boost your support.

# Collecting Donations from Supporters

- An easy way to collect the sponsorship is through JustGiving. This online platform sends us the money directly, and if your supporter adds Gift Aid, JustGiving sends us that too.
- You can create your own fundraising page via the Histon & Impington Green Spaces JustGiving Page: <https://www.justgiving.com/histongreenspaces>
- If you are taking **cash** or **cheque** donations, you'll need a sponsorship form (which records Gift Aid information). Download the sponsorship form at [https://abbeyfields.online/s/sponsorship\\_form.pdf](https://abbeyfields.online/s/sponsorship_form.pdf) . Send the money you collect via our Histon & Impington Green Spaces JustGiving Page (see above) or by cheque to: Histon &

Impington Green Spaces, The Parish Office, Histon & Impington Recreation Ground, New Road, Impington, Cambridge, CB24 9LU

- Remember to send us a copy of your sponsorship form so we can claim the Gift Aid.

## What is Gift Aid and how is it paid?

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The Government's Gift Aid scheme allows **UK taxpayers** to increase the value of their donation by an extra 25p on every £1 donated. By simply giving the donor's or sponsor's home address, postcode and donation amount, and ticking the declaration box on the sponsorship form at [https://abbeyfields.online/s/sponsorship\\_form.pdf](https://abbeyfields.online/s/sponsorship_form.pdf). Histon and Impington Green Spaces, as a registered charity, can claim this extra money from the taxman.

In the declaration, the donor confirms they pay the amount in tax that we will claim.

## Tell others what you are doing

Let as many people as possible know about your fundraising activity: family, friends, work colleagues, even casual acquaintances.

Maybe your employer would be persuaded to match your total raised.

Social media is an excellent way to share what you're doing with your online world.

We're usually more than happy for you to use our logo on promotional materials, but please check with us first so that we can give our approval and send you a high-resolution version.

Please include these words in any promotional material you use:

**"Proceeds from this event will be donated to Histon and Impington Green Spaces, Registered Charity No 1195616, for securing Abbey Fields".**

## Stay safe, stay legal

Histon and Impington Green Spaces charity cannot accept any liability arising as a result of, or in connection with, your event or activity, even when it's run to raise money for us.

It is your responsibility to ensure the safety of everyone involved with your event or activity. Our insurance does not cover externally run events so you may wish to take out public liability cover.

To stage an event or activity, you must get permission from the person responsible for the property, which may be the local council for public places. You must also comply with all other rules and regulations such as those relating to noise and sales.

**If you need any more tips or guidance, don't forget you can contact the team at [hello@abbeyfields.online](mailto:hello@abbeyfields.online) . If a phone call works best - just let us know a number and we will get back to you.**

## Wanting inspiration? Try out these ideas

Here are a few suggestions for personal activities or community events that could be good for fundraising.

Flaming June or Bonfire Burn runs

Bike ride

Auction of promises

Adding species to a personal Abbey Fields 'sightings' list

A challenge for the kids and their friends

Cake sale

Knit a special jersey

Sponsor a Path Adopter

Roaring 20s party

Run a marathon

Collect donations at the villages' Open Gardens

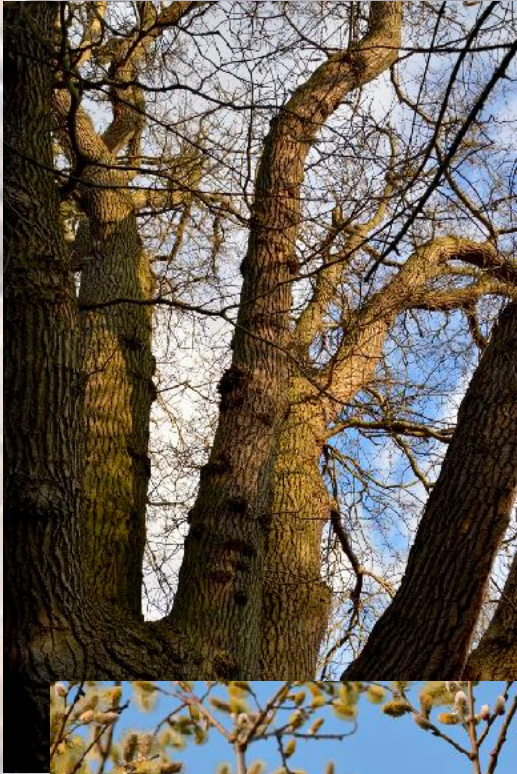
Sponsored dance

Coffee morning

Sponsoring patches on a patchwork quilt

Completing an assault course

Skydive



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and Guy Richardson

