

Raising funds to support
The Prince's Trust



Prince's Trust

All net proceeds donated to The Prince's Trust (registered charity no.1079675)



Frequently Asked Questions

In this document you will hopefully find the answers to many of the questions that you have regarding Enterprise Project.

There will inevitably be a number of other questions that crop up along the way, which your contact at JCI UK and The Prince's Trust will be only too happy to answer, but please digest the following information as it will certainly help you to stay on the right path...

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Can I produce my own marketing materials?

Yes, but all materials need to be signed off by your JCI UK and Prince's Trust contact.

By law, the following information about The Prince's Trust must appear on all materials (posters, etc.) inviting people to participate or help: The Prince's Trust is a registered charity number 1079675, incorporated by Royal Charter.

Can I use The Prince's Trust Logo?

The crown and feathers logo is a Trademark of The Prince's Trust. For the purpose of this Challenge you cannot use the logo, we do however have a 'Raising funds in support of The Prince's Trust' banner available in a variety of colours, which your contact can provide you with.

Are there any case studies I can use when promoting the work of The Prince's Trust?

The Prince's Trust story is best heard directly from the young people we support. We have provided a case study in this pack – see About The Prince's Trust.

Please go to www.princes-trust.org.uk to find out more true life stories.

The Legalities

Can teams claim Gift Aid for donations?

An easy way to claim Gift Aid on donations or sponsorship is through Justgiving, as all money comes directly to The Prince's Trust. To set up your online fundraising page, contact JCI UK and The Prince's Trust and we will create a special Linklaters Enterprise Project link on the Justgiving website. This will make it easy to trace income back to Linklaters.

The Government wants to encourage individuals and businesses to give more to charities and so offers a range of tax incentives which help you, the charities concerned or both. These tax incentives are only available for UK tax payers making gifts to UK charities. For further information please visit the HMRC website at www.hmrc.gov.uk/charities/index.htm

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We are planning to buy and sell goods or services, what are the tax and VAT implications?

If you are undertaking any activity other than collecting donations, you will need to consider the tax and VAT implications of the transactions. The Prince's Trust has produced guidance notes to help you identify the issues, please contact us for more information or visit www.princes-trust.org.uk/millionmakers to download the information. HMRC operates a dedicated Charities Helpline (08453 02 02 03) for dealing with specific queries.

What are the rules and regulations around running lotteries/raffles to raise money for a charity?

There are very strict legal guidelines and requirements governing the use of lotteries and raffles. Please note there are two types of lottery/raffle that you can undertake without a licence. Prior to undertaking activity of this nature please check you comply with the relevant rules and regulations as set out on the gambling commission's website www.gamblingcommission.gov.uk

Small lottery

A small lottery is a useful fundraising tool during an event. The value of donated prizes is limitless but no more than £250 should be spent on purchased prizes. Whilst none of the prizes can be cash prizes, vouchers are allowed.

Small lotteries must be run as part of another event or entertainment, for example, pub quiz, garden fête or dinner and the **sale and draw** of tickets must take place during the event. You can only sell tickets to people attending the event.

Private lottery

This literally does mean 'private'! A private lottery can be offered only to people who live or work at the same premises.

You could use this type of raffle in your workplace. However, even if you work for a worldwide organisation, you are only allowed to sell tickets to colleagues who work in the same premises as yourself.

Society Lottery

To sell tickets to the general public over a period of time, groups must run a society lottery – this type of lottery does require a license so we would suggest you steer clear from these.

What are the rules and regulations with regard to alcohol & entertainment?

If you are not holding your event on licensed premises and are planning to serve alcohol or provide entertainment, please check whether you need to apply for temporary permission from your licensing authority (usually your local authority) using a temporary event notice. For guidance, see the website of the Department for Culture, Media and Sport: www.culture.gov.uk

Who is liable if things go wrong?

Each event should be covered by JCI UK's public liability insurance or the insurance at the event venue. Make sure you check this with your JCI UK representative prior to each event.

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The Challenge

What are the expectations with regards to the business plan?

The business plan should be a simple, relatively short, plan outlining details of your enterprise project and how you intend to raise the money. See the separate sheet on Producing Your Business Plan for more details.

Could you please explain the process of submitting the business plan?

The plan should be e-mailed to Charlie Best, by the end of May, in Microsoft Word format.

And finally...

You also need to remember.....

- You will be ambassadors for JCI UK and The Prince's Trust – be sure that you act accordingly at all times
- You will be raising money on behalf of The Prince's Trust – your business practices should reflect this
- You have a responsibility to your team – don't commit to something if you can't deliver
- You also have a day-job to do – make sure you manage your time and priorities effectively

Good luck!

If you have any questions in the meantime please just e-mail
Charlie.best@jciuk.org.uk