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> HOPE Community Outdation Outdation Undersiting Booklet

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever had."

MARGARET MEAD

### How to donate to Hope Community Foundation

Hope Community Foundation is a registered charity and relies on the generosity of individuals, organisations and grant making trusts to carry out our work. Here are a few ways you can give to the work we do -

#### Regular or One-off Giving

If you'd like to give a one-off gift or set up a regular standing order to donate to the Foundation, you can use the bank details below. If you'd like your giving to go to a specific project (i.e. PolkaDots) then please put the project name as your reference.

#### Account Name: Hope Community Foundation Sort Code: 20-76-92 Account Number: 33059936 Reference: Donation

#### **Corporate Giving**

We love to work with businesses and organisations who want to give back and support the most vulnerable within our communities. You can do this through financial support and in many other practical ways. We run projects throughout the yearwhich offer CSR (Corporate Social Responsibility) and corporate sponsorship opportunities.

To find out how your business can partner with us then email info@hcfoundation.org.uk

#### Legacy Giving

We can do significantly more work and create significantly greater impact with the generosity offered by Legacy gifts. Leaving a legacy gift will ensure that your personal wealth will continue to change people's lives in perpetuity.

To find out how to leave a legacy gift please email info@hcfoundation.org.uk



If you're a registered tax payer you can also Gift Aid your giving to us!

### Interested in Volunteering?

We have an amazing team of volunteers at Hope Community Foundation and so many different projects for you to get involved in. Whether you're free a day to help in our Foundation Cafe, or spend a Monday morning in our Polka Dots or if you'd love to get involved in the details and making things happen we would love to here from you!

> "What I love most in my volunteering role is seeing families being provided for, the team spirit of love and care and being a part of such incredible project work!"

> > - Doreen

Our Projects -

PolkaDot Playgroup - Monday's 10:30am-12noon (term-time only) Foundation Cafe - every weekday 10am-2pm The Foundation Community Grocery - every weekday 11am-3pm Jigsaw - Tuesday and Wednesday afternoons, 2pm-3:30pm Cafe Connect - Monday's 10am-12noon Little Ark Nursery - Weekdays 8am - 6pm

You can also get involved behind the scenes, helping our team with admin for projects, joining the team that cares for our building or lending a hand on reception to welcome people as they come into the building. There is a place for you here at Hope Community Foundation.

To sign up to volunteer for one of our projects you can email us at volunteer@hcfoundation.org.uk or you can pop along to our Volunteer Drop in which happens every Tuesday 12:30pm - 2pm in our Foundation Cafe.

To find out more about our projects and the volunteering roles we have at Hope Community Foundation, simply head to our website -

www.hopecommunityfoundation.org.uk/volunteer



# **THANK YOU** from our team!

At Hope Community Foundation, we're committed to changing lives, here in Sheffield. Our vision is for everyone in to be able to access our services regardless of their situation because we believe everyone has the right for food, a warm place to spend some time in and not to forget, a good cup of coffee!

We have numerous projects that run throughout the week providing individuals with support, friendship and practical provision. We are continually looking to extend our impact, and expand the scope of our work in the community to support the real needs of local residents. Your support will help us to ensure we can initiate new projects when the need arises and be 'first responders' in times of challenge.

We are looking forward to be working with you to discover how you can best be a part of what we do, this booklet is filled with tips on fundraising, where to go if you want to volunteer and what your money goes to when you donate to us<sup>\*</sup>.

We are so thankful for your support and our team would love to cheer you on and support you on this journey. If you'd like to find out more about us and all we do here at Hope Community Foundation you can contact us using any of the details below or head to our website - www.hopecommunityfoundation.org.uk

### CONTACT DETAILS

email - info@hcfoundation.org.uk phone - 0114 213 2070

## Looking to fundraise?

Here's our fundraising A-Z packed with ideas of fun and easy activities you could do by yourself or with friends and family!

A - abseil, afternoon tea B - bingo night, bike ride C - car wash, cake sale D - dress down day, disco night E - eating competition F - fancy dress day, fun run G - garage sale, games night H - hike, head shave I - Ice-bucket challenge J - jumble sale K - karaoke night, knit-a-thon L - ladies night M - marathon, make and sell N - name the teddy O - odd shoes day P - pyjama day, parachute jump Q - quiz night R - raffle S - sponsored silence, swim-a-thon T- talent competition, tombola U - unwanted gifts (clothes or items) sale V - video game night (or sale) W - walking, waxing X-plain why your chosen cause needs money!! Y - yes day, yellow + green day Z-zumbathon





## Step-by-Step Fundraising Guide

#### 1 - Let us know you're fundraising

Start by emailing us at - fundraising@hcfoundation.org.uk to let us know you'll be starting your fundraising journey. This means our team can support you each step of the way and help resource your event!

You can also set up your fundraising page via our Localgiving platform, this makes the whole process easier for you and us, simply head to https://localgiving.org/charity/hopecommunityfoundation/ and click the Fundraise for us button, it's as simple as that!

### 2 - Pick an activity

Choose your event, if you need help check out our fundraising A-Z but pick the BEST fundraising event that works for you, then pick your date/time and budget (if necessary).

### 3 - Promote the activity

Let people know what you're doing, put up posters and social media postto start inviting people to your event. If you're using Localgiving then their platform will also help you promote and collect sponsorships! If you're <u>not</u> using Localgiving our team will send you some blank templates for posters and sponsorship forms!

### 4 - The activity!!

The day is here, make sure to have lots of fun and enjoy your activity! Make sure to hashtag *#hcf* and *#HCFfundraising* so we can see all the pictures from your event.

### 5 - Collect your donations

If you've not used our localgiving page to collect your donations (or maybe you've been given some in cash) then after your fundraiser is complete, make sure you collect in your donations from all your sponsors and total up the final amount you have raised. Then contact our team to find out how best to drop off your donations!

### 6 - Celebrate the win!!

Make sure you celebrate by posting pictures, getting in touch with local media to let them know the incredible achievement you've done!



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### Find out more:

website - hopecommunityfoundation.org.uk Socials - hopecommunityfoundation email - info@hcfoundation.org.uk phone - 0114 213 2070 address - The Hope Centre, S2 5BQ



Charity No. 1102542 | Company No. 4489582

