

Fundraising Guidelines

Thank You!

Thank you for taking the first steps to fundraise for Horizons. We are here to support you to support us!

It is important to understand our organisation and to communicate how fundraising can make a difference to make your fundraiser as successful as possible.

About Us

Horizons is a leading disability charity based in Cork. It is a section 38 organisation funded by the Health Service Executive (HSE) however many of our services are severely underfunded.

At Horizons, we believe in a society where everyone is equal and valued.

We support more than 2,900 children and adults with an intellectual disability and additional needs such as autism or physical and medical conditions.

What we Want to Do and Achieve

We work to enhance the lives of people with an intellectual disability and additional needs such as autism or physical and medical conditions; working in partnership with them, their families and local communities, to provide a range of person-centred services and supports. This will enable each person to live life to the full, influence the decisions that affect them and actively participate in their community.

Our ever-growing network of 70+ locations means we support people right across Cork city and county and the impact of our work reaches every community in Cork. Fundraising is vital to deliver our services and our mission. Horizons is an organisation that truly believes in living life your way.



Vision: Your Life, Your Way

Mission: Supporting people with an intellectual disability and additional needs such as autism or physical and medical conditions to live a life of their choosing, connected and participating in their communities.

Getting Started

If you have an idea for a fundraising event or activity that will raise money in aid of Horizons, **please complete our Fundraising Proposal Form and submit it to the Communications and Fundraising Department at least 3 weeks prior to the proposed event taking place.**

Permission

Completing the Fundraising Proposal Form does not imply authorisation from Horizons to undertake the event/activity on its behalf. The Communications and Fundraising Department will contact the organiser(s) to let them know if the event has been approved!



Transparency & Compliance

When naming the event, it must be clear that the event is being organised 'in aid of Horizons' and not 'by Horizons'. All collection buckets/boxes used at a collection must be given to you by Horizons. We will only give you collection buckets that have security seals or boxes that are tamper evident.

Your event might be raising funds for more than one charity. It needs to be clear to people where the funds are going. This should be evident in all advertising, promotional material and social media.

Values

Honest

Person-Centred

Kind

Creative

Spread the Word for Fundraising Success!

We will support you to promote your event or activity. We can supply you with poster design as well as graphics for your fundraising page on iDonate or Eventmaster.

If you would like to use the Horizons logo and will send you a copy of the high resolution version. We will help to promote your event across our social media channels..

***All printed materials related to your event/activity must be approved by Horizons before printing.**

Match Giving Fundraising Tip! Let your employer know about your fundraising event. Many employers match, or contribute towards their employees fundraising target.

Follow us on social media @horizonscorkie



Resources for your Event

We can supply branded t-shirts and balloons as well as collection buckets, sponsorship cards and other items to support the event.

We ask that you arrange to collect your resources from our Head Office in Blackpool. or we can also arrange for these to be collected from our centres/locations in the county to save on postage.



TRANSFERRING FUNDS

At the bank



Make an electronic funds transfer (EFT) or a lodgement to our AIB bank account

Bank: AIB, Blackpool Retail Park

BIC: AIBKIE2D

IBAN: IE21AIBK93410004426283

Account Number: 04426283

For the 'payment reference', please use the name of your event/activity. We ask that you contact us to let us know when you have made your lodgement/transfer as it can sometimes be hard for us to trace payments received this way.

Online

http://



Donate online for the amount you have raised by using a credit or debit card.

Visit www.horizonscork.ie/make-a-donation.

We do ask that you telephone us to let us know about this donation once it is made, so that we can attribute it to your event/activity.

Over the phone



Telephone us to make a donation for the amount you have raised by using a credit or debit card.

Contact our Communications and Fundraising Department on 021 4643346.

You will need your credit or debit card for this phone call.

By post



You can send a cheque, postal order or bank draft to:

**Communications and Fundraising
Department,
Horizons,
1st Floor, 1D – 1F, The Atrium,
Blackpool Retail Park,
Blackpool, Cork
Eircode: T23 T2VY**

We do not recommend you post cash.

Please note: All cheques, bank drafts or postal orders must be made payable to: Cope Foundation

Returning the Funds

In your own interest and to adhere to auditors requirements, it is required that a minimum of two adults be present to count any proceeds from a fundraising event/activity. **Sealed collection buckets must be returned to the head office in Blackpool for counting and receipting by the Finance Department within 30 days.**

Safety and Insurance for your Event

Individuals or groups who choose to fundraise in aid of Horizons do so at their own risk. While we are grateful for all fundraising efforts, please be aware that our organisation is not responsible for the costs, planning, management, or delivery of ****external fundraising activities or events.**

It is the responsibility of each fundraiser to ensure that their event or activity is conducted safely and in accordance with all relevant laws and regulations. If you feel insurance is necessary for your event such as public liability, employers' liability, venue insurance, or activity specific cover, you will need to arrange this independently, as Horizons will not be in a position to provide or arrange insurance on your behalf.

By organising a fundraising activity, you acknowledge that you are acting on your own initiative and accept responsibility for any associated risks and acknowledge that Horizons shall not be liable for any losses or claims arising out of same.

****External** – refers to any individual(s), who is proposing to organise an event that Horizons management are not directly involved in or control. This includes any person who wish to coordinate a fundraising event on behalf of Horizons, that has been approved by Horizons Executive management team. This includes public or community events, where proceeds of fundraising are donated to Horizons, from the event organisers/promoters post event.

****Internal** – refers to a Horizons organised fundraising event, that Horizons management have direct control in the coordination, planning and delivery of the event, and associated fundraising. Internal events are subject to the approval of the Executive Management Team, and risk review in line with State Claims Indemnity guidelines for events and fundraising.



Saying Thank You

We will create a thank you post or video for social media to celebrate your fundraising efforts and to acknowledge your supporters. Please supply images or footage of the event if possible. You will also receive a Horizons t-shirt!

If you or your business would like to arrange a cheque presentation, please contact the Fundraising Team on 021 464 3326 and we will arrange for a Horizons representative to attend. Please note, we require a minimum of two weeks notice.

Privacy

Your information is stored on our fundraising database and from time to time we may contact you with updates about our fundraising (if you have given us permission to do so). You can request for your details to be removed from the database at any time by contacting the Communications and Fundraising Department. For further information about our use of data, visit www.horizonscork.ie/Privacy-Statement.



More Information

Visit www.horizonscork.ie or get in touch with us...

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