



**Let's Raise Funds
To Help Disabled People**



CFDN

Empowering Disability, Supporting All

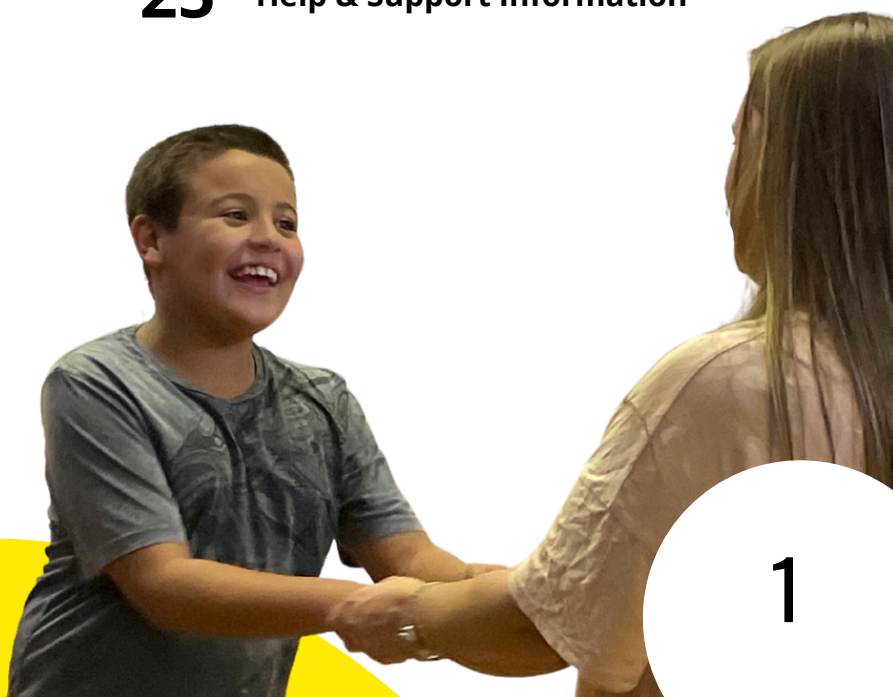
Fundraising Toolkit

How you can raise money for our charity at home or work to give back to your community.

Version 4

www.cfdn.org.uk

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About the charity

This wonderful charity has been in existence since 1962. Our mission is simple but important, to serve people with disabilities and their families from all faiths and none by creating a supportive community and promote opportunity through our network and events.

Our charity is run by volunteers and led by our Trustees and CEO, who are dedicated to keeping our community strong and vibrant. From swimming events at Leyton Lagoon to family discos, bi-weekly pub group for adults, Saturday club for adults, theatre trips, family BBQs, seaside coach trips, adventure days at Lambourne End Centre for Outdoor Learning and much more, we offer a diverse range of events to suit everyone's interests.

At the CFDN, we believe everyone deserves to feel included and part of a supportive community while promoting what's possible. We are committed to promote the long legacy built over 60+ years, by many of the amazing volunteers and members past and present.

Our charity is committed to making a positive difference in the lives of those we serve, and we rely on our amazing volunteers to help us achieve our mission.

In summary, what we do at the CFDN...

Promote Independence, Inclusivity & Friendship

Create Support Networks to Share Experiences

Support Communities and Advocate People's Needs



**CHARITY COMMISSION
FOR ENGLAND AND WALES**
Registered Charity No: 263075



Registered with
**FUNDRAISING
REGULATOR**

What Your Efforts Enable

Building Independence, Community, and Support

Your commitment as a fundraiser for the CFDN plays a crucial role in enriching the lives of individuals with disabilities. Every effort you make and every penny you raise directly contributes to a range of activities and support services that promote a sense of community, independence and a support network for our members and their families.

The money raised helps to organise and sustain our key events that are vital for disabled people. These include:

- **Summer Club:** A space for learning new skills, engaging in activities at a local adventure centre, and promoting self-reliance in a fun, supportive environment.
- **Saturday Centre for Adults:** Offering social interaction and developmental activities tailored to adult members, enhancing their independence and confidence.
- **Bi-weekly Pub Group for Over 18s:** A relaxed, inclusive setting for socialising, fostering a sense of belonging and community among our adult members.



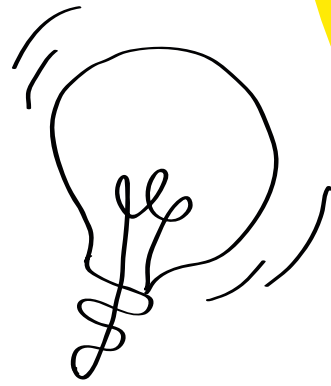
Fostering Community and Making Memories

Your contributions make it possible for us to host events that bring people together, creating lasting memories and strong community ties. These events include:

- **Theatre Trips and Discos:** Providing entertainment and cultural experiences, these outings are opportunities for members to enjoy the arts and socialize in a vibrant, inclusive atmosphere.
- **BBQs and Spiritual Masses:** Events that unite families and members in fellowship, nurturing a sense of community and shared experience.
 - **Short Trips and Holidays:** Offering a change of scenery and a chance for adventure, these trips are essential for mental well-being and social bonding.



Your efforts in empower us to offer these activities, which are more than just events – they are lifelines that promote independence, create a sense of belonging, and build a supportive community.



Fundraising Ideas

Dive into our creative list of fundraising ideas designed to inspire and engage your ideas. These activities, ranging from community events to creative challenges, are perfect for rallying support for the CFDN and making a meaningful impact too our members and families.

- | | |
|--|---|
| <input type="checkbox"/> Sponsored Challenge | <input type="checkbox"/> Garden Party |
| <input type="checkbox"/> Charity Auction | <input type="checkbox"/> Charity Ball |
| <input type="checkbox"/> Bake Sale | <input type="checkbox"/> Charity Bingo |
| <input type="checkbox"/> Coffee Morning | <input type="checkbox"/> Dress Down Day |
| <input type="checkbox"/> Quiz Night | <input type="checkbox"/> Sponsored Walk / Cycle |
| <input type="checkbox"/> Community Car Wash | <input type="checkbox"/> Sports Tournament |
| <input type="checkbox"/> Craft Fair | <input type="checkbox"/> Book Sale |
| <input type="checkbox"/> Sponsored Silence | <input type="checkbox"/> Pet Show / Competition |
| <input type="checkbox"/> Charity Cook-Off | <input type="checkbox"/> Music Event / Festival |
| <input type="checkbox"/> Virtual Charity Event | <input type="checkbox"/> Charity Hot Chocolate Sale |

This is not an exhaustive list of ideas and fundraising activities. No event or activity is too small. We welcome individual fundraising as every penny helps our charity.



Match Funding

Match funding is where a business, bank or company matches the amount you have raised. It is very common in large corporations. If you are fundraising, don't forget to ask your employer if they'll match your fundraising total, pound for pound.

We would be happy to recognise the match funding donor too. Please send us their details as we would love to thank them too.

Gift Aid

GiftAid is a great way to boost your fundraising efforts without any additional work. GiftAid allows UK charities to reclaim an extra 25% in tax on every eligible donation made by a UK taxpayer.

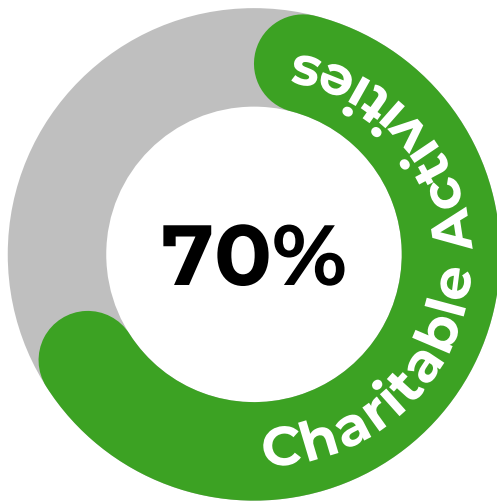
Make sure you're encouraging your donors to claim it if they can. When making a payment or donation to you where a given amount is specified, you will have the option to document if they agree to GiftAid. This will be at no additional cost to the donor or you however to be eligible, the donor must have paid at least as much in Income Tax or Capital Gains Tax in that tax year as you want to claim in Gift Aid

For more information, visit: <https://www.gov.uk/donating-to-charity/gift-aid> .

How Donations Are Spent...

A Breakdown of Charity Spending over the Last 12 months

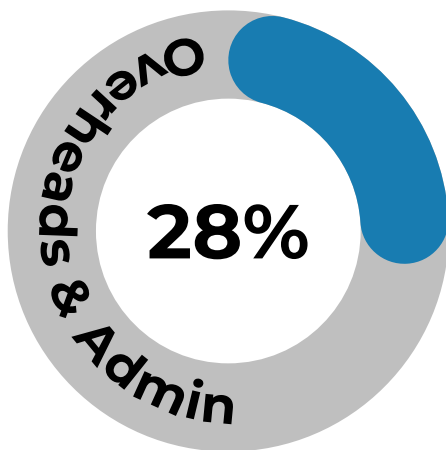
Our supporters help fund a huge range of projects and activities, with 70p in every £1 going directly on these activities that have a direct impact on people with disabilities and their families across Essex and East London.



Spend on Charitable Activities, Services & Events



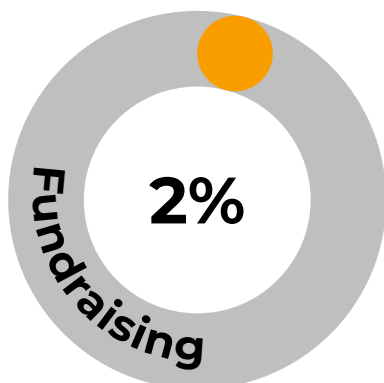
70p in every **£1**



Spend on Charity Overheads & Administration



28p in every **£1**



Spend on Fundraising



2p in every **£1**

Planning Your Event

DATE, TIME & SETTING THE PLAN



What time of the year and day is best to suit your audience and things like the weather? What other events are going on in your area? Is it going to clash with an important date or another event locally or nationally? Remember to give yourself plenty of time to plan and get everything together. A planner/diary can be really helpful from day 1.

1

2

WHERE TO RUN THE EVENT?

Finding a venue if required can sometimes be the most challenging bit, however, use local contacts, friends and family to help. Ensure the space is suitable and look at your number limits. If stuck, speak to your local council or churches for community halls and venues. Is there suitable parking, transport links and access for people too? And remember **BOOK EARLY!**



PROMOTING YOUR EVENT

3

Get anyone and everyone you know to publicise what you're doing! Use Facebook and other social media, and contact your local radio station or paper. These are quick, simple and effective ways of promoting events at little or no cost. If you need help, contact us as we can also help with flyers, posters and social media.



GETTING HELP

It's important to get help early. Ask your contacts in work, schools, businesses, churches etc to help you promote the event and see if anyone wants to volunteer. A great way to increase your fundraising is to ask your employer if they will match-fund. For every £1 you raise, they give you £1 - easy! Also, lots of local businesses are often happy to donate prizes for raffles for a little advertisement.



5



WHAT DO YOU NEED?

Planning early and getting things ready really helps. Speaking with local businesses for support should happen early to give them time to help you. It's important to remember health & safety and licencing too. Some events may need approval from your local council so just check first. Some venues already have this so it may not be needed.

6

ENJOY & HAVE FUN!

7

Help to get ready for your event with this handy checklist!

BEFORE THE EVENT

- Choose your event (coffee morning, quiz, bake sale, challenge)
- Set a fundraising goal (£_____)
- Confirm date and time
- Confirm location / venue
- Invite your audience (friends, family, colleagues, community)
- Share your event on WhatsApp / social media / email
- Tell people why you are fundraising (use the stories, resources, and case studies).
- Set up your donation method (QR code / buckets / fundraising page)
- Print the donation forms / prepare collection tin
- Print the Gift Aid forms
- Gather everything you need for the day (food, drinks, materials, decorations)
- Print posters / signage / bunting
- Arrange help (1–3 people to support on the day)
- Gather raffle prizes from businesses, friends and family (if appropriate).

ON THE DAY

- Set up your space (tables, signage, decorations)
- Display donation options clearly (QR code, cash collection point)
- Welcome people as they arrive
- Thank them for coming and share why this matters (short, simple message)
- Encourage donations (friendly reminders during the event)
- Talk to people about CFDN and the impact
- Provide other opportunities to raise funds (raffle, 'Guess the' cards)
- Take photos/videos with permission
- Share updates on social media and tag the @CFDN #CFDN (optional)
- Keep energy positive and enjoyable

AFTER THE EVENT

- Count and record funds raised (£_____)
- Send in donations (Online transfer or via donate page)
- Submit any donation and Gift Aid forms that have been completed
- Thank everyone who supported (messages / social media post)
- Share your impact: Total raised poster, what it will help achieve, photos and highlights from the day, and tag CFDN if posting online
- Ask supporters if they'd like to stay involved
- Reflect and get feedback from the day

Simple Ways to Pay



Pay By Cheque

To make a payment via cheque, please make it payable to:

CFDN

Post to:

CFDN, 17 Boardman Avenue, London, E47QB

Pay Online

To make a payment online via a credit or debit card, visit the below website link and complete the payment form via a 'One Off Donation'.

Website: www.cfdn.org.uk/donate



Pay By Bank Transfer

To make a payment via online transfer from your account, please send the payment to the below details:

Account No: **61362283**

Sort Code: **40-25-27**

Account Name: **CFDN**

Reference: **(Insert your name)**



Never send cash through the post, we don't want your vital funds to get lost.

Sponsorship Form



**Let's Raise Funds
To Help Disabled People**

INCREASE THE VALUE OF YOUR GIFT BY 25%: UK taxpayers can increase their donations by 25% at no extra cost to you. If you tick the Gift Aid column and provide all the details requested, Gift Aid will be applied, and the additional support will help further. By ticking, you are confirming you have read this statement and want the charity named above to reclaim tax on the donation detailed below. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Sponsors Name	Sponsors Address	Post code	Donation Amount	GiftAid *tick	Date Paid
			TOTAL:		

NAME: _____ **ADDRESS:** _____

_____ **POSTCODE:** _____ **EMAIL:** _____





CFDN

Empowering Disability, Supporting All

**Let's Raise Funds
To Help Disabled People**

What: _____

When: _____

Where: _____

Contact: _____





CFDN

Empowering Disability, Supporting All

Let's Raise Funds To Help Disabled People

What: _____

When: _____

Where: _____

Contact: _____





DONATE

**Help the CFDN
make a difference**

You can donate online at:
www.cfdn.org.uk/donate

Your support will mean the CFDN can continue to support local people and help even more families.





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Empowering Disability, Supporting All

The charity supports individuals with disabilities and their families across Essex and East London of all faiths and none, through sharing information, events, activities, and providing networks to meet the social, emotional, and spiritual needs of individuals; in turn promoting independence, opportunity, inclusivity and creating friendly environments.

BECOME A MEMBER TODAY!

What we do at the CFDN?

Promote Independence, Inclusivity & Friendship
Create Support Networks to Share Experiences
Support Communities and Advocate People's Needs

Our events and activities:

Weekly Saturday Centre | Family Days | Holidays
By-weekly Pub Group | Theatre Trips | BBQ's
Family Discos | Adventure Days | Seminars
Advocating Needs Locally & Nationally |
Spiritual Celebrations & Masses |

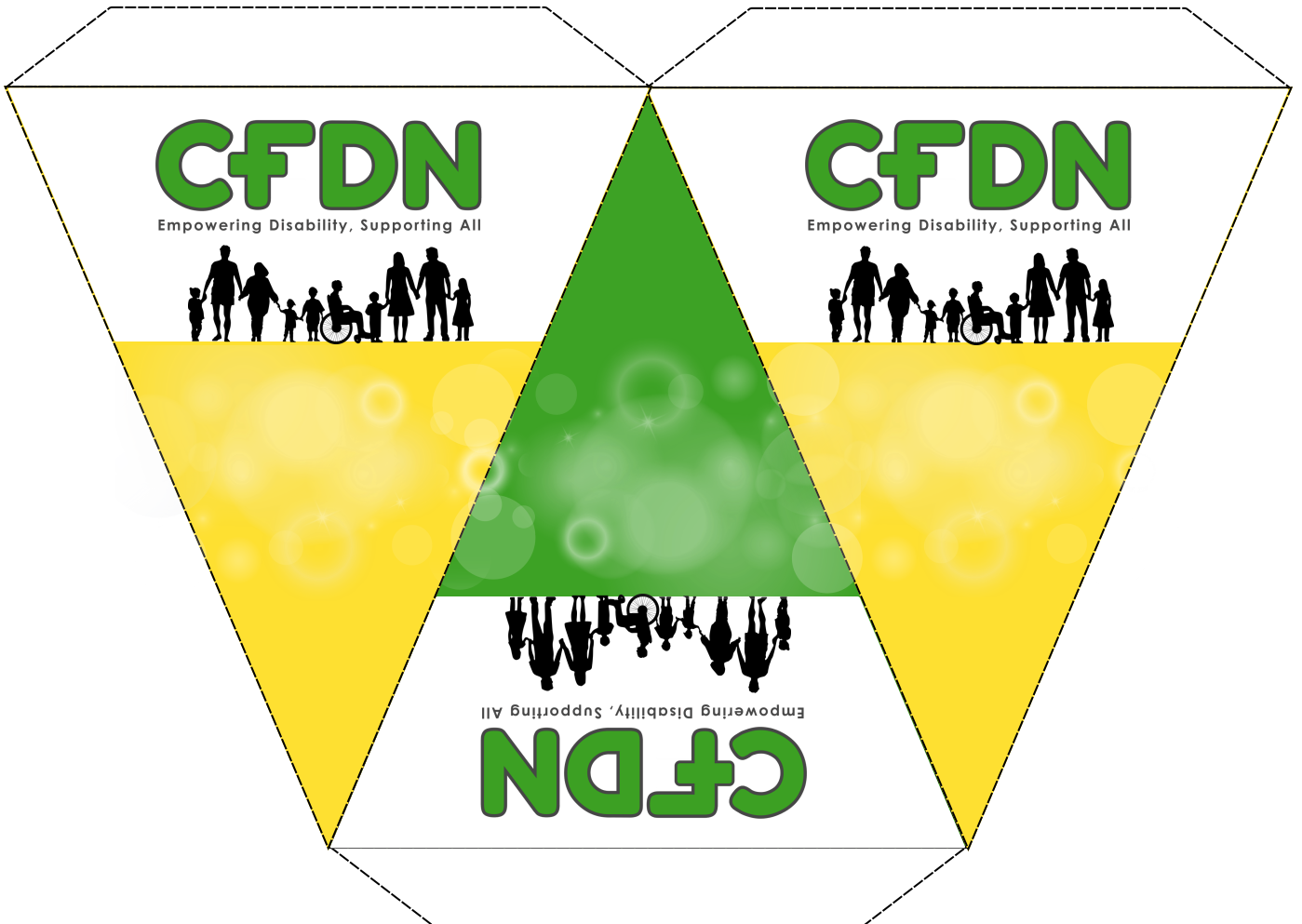
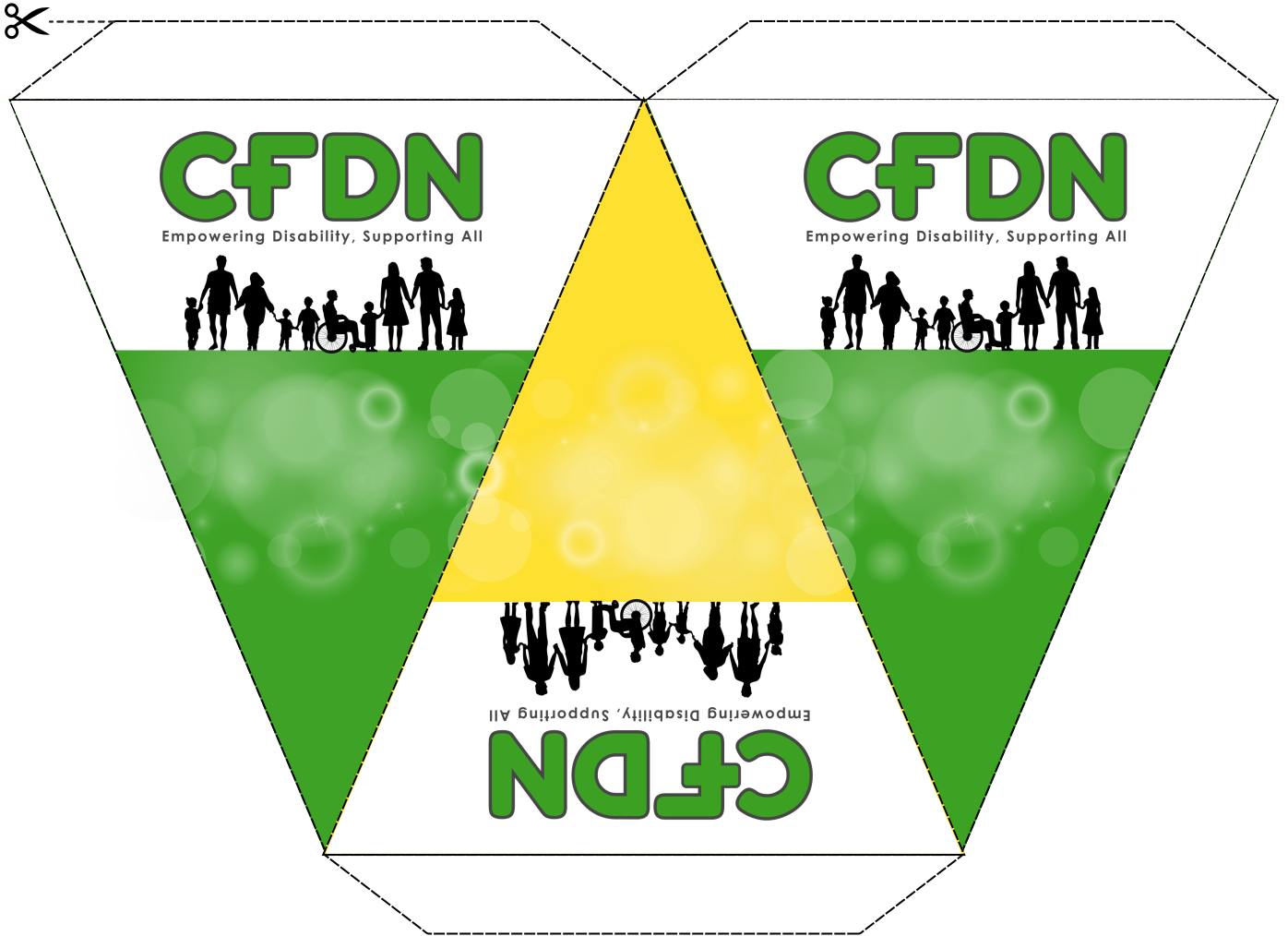


www.cfdn.org.uk
info@cfdn.org.uk



MAKE YOUR OWN BUNTING or FLAGS

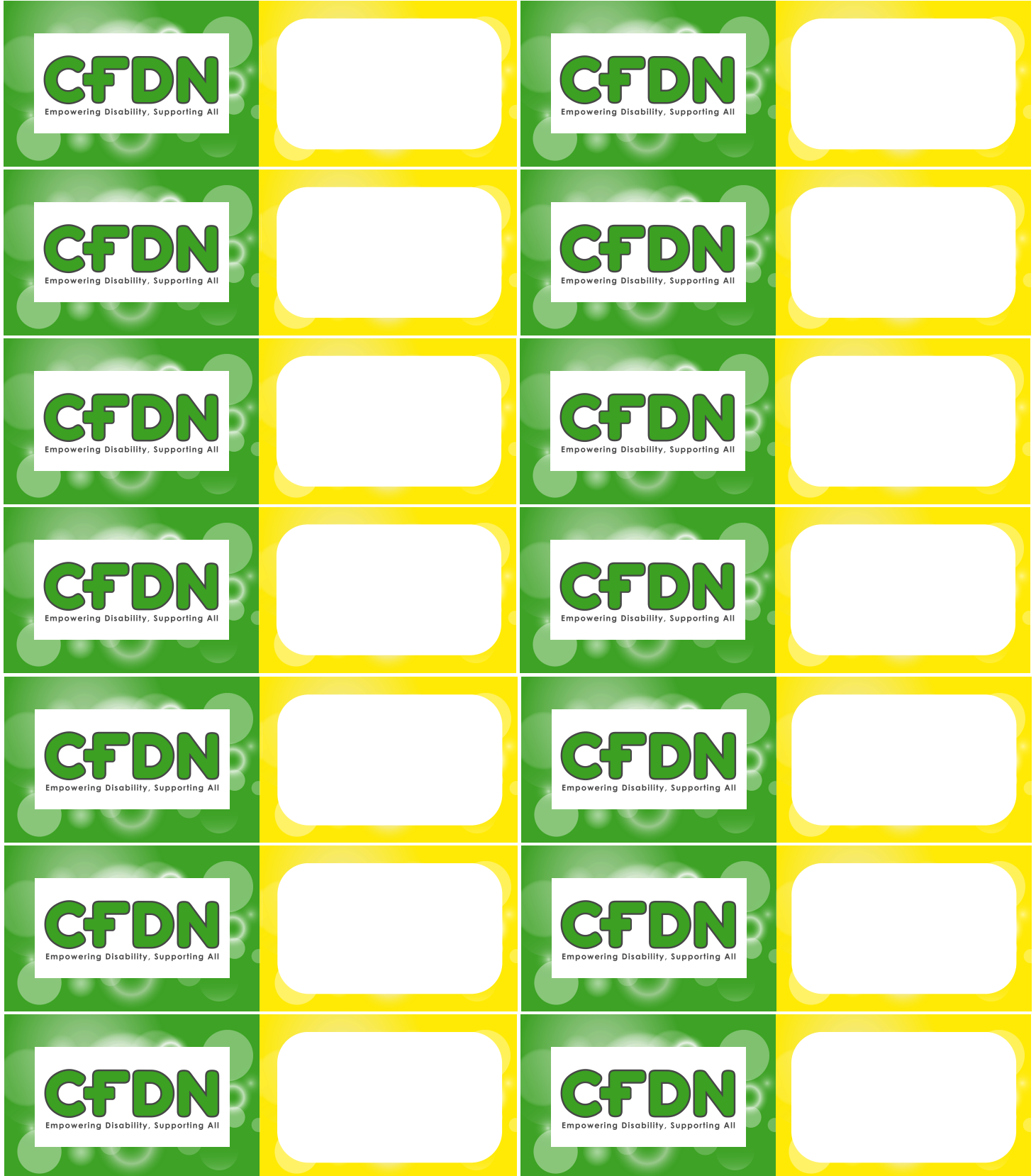
- You'll need scissors, glue and string. 1. Cut out the bunting triangles
2. Fold the triangle's tab over your string and glue in place, then you're ready to go!



Decorate Your Cakes!



Instructions: cut around the cake flag, add some glue to the back, then fold carefully around a cocktail stick.



Collection Jar Labels



Instructions: Cut out the label and stick it around an empty jar to collect donations at your event.



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Charity No: 263075 | www.cfdn.org.uk
Email: info@cfdn.org.uk | 0207 205 7387
Address: CFDN, 17 Boardman Avenue,
London, E47QB



THANK YOU FOR YOUR DONATION



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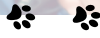
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THANK YOU FOR YOUR DONATION



**Help Raise Funds
To Support Disabled People**

WHAT IS THE DOGS NAME?

STAKE: _____

PRIZE: _____

Choose a box for a chance to win. All contributions are considered donations to the CFDN.

BELLA	MAX	CHARLIE	LUNA	LUCY	BAILEY
DAISY	BUDDY	MOLLY	COOPER	SADIE	ROCKY
BEAR	DUKE	ZOE	JACK	LOLA	SOPHIA
MAGGIE	ROSIE	RILEY	TOBY	WINSTON	OLIVER
BENTLEY	COCO	RUBY	HARLEY	STELLA	LEO
PENNY	CHLOE	FINN	SCOUT	JASPER	MURPHY
MARLEY	OSCAR	TILLY	SAMMY	GUS	IVY
HANK	ELLIE	DIESEL	MIA	LOUIE	PIPER
ABBY	BRUCE	GINGER	SHADOW	LULU	NALA


DONATION BOX TEMPLATE

Step one: Print or photocopy this template onto a piece of card.

Step two: Carefully cut around the edges and crease the edges. Stick the 'glue here' tabs inside the box when folded.

Step three: Use your donation box to collect money for the CFDN. Let the charity know when you are ready to hand in or pay-in your cash.

Glue Here




CFDN
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Our charitable events and activities:
Weekly Saturday Centre | Family Days | Holidays
By-weekly Pub Group | Theatre Trips | BBQ's
Family Discos | Adventure Days | Seminars
Advocating Needs Locally & Nationally |
Spiritual Celebrations & Masses |
Empowering Disability, Supporting All

Glue Here

Glue Here




CFDN
Empowering Disability, Supporting All

HELP US & DONATE TODAY!

**Please Donate Generously
Thank You!**

Glue Here

Glue Here





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Empowering Disability, Supporting All


The charity supports individuals with disabilities and their families across Essex and East London of all faiths and none, through sharing information, events, activities, and providing networks to meet the social, emotional, and spiritual needs of individuals; in turn promoting independence, opportunity, inclusivity and creating friendly environments.

HELP US & DONATE TODAY!


Building Relationships


Supporting Communities


Sharing Experiences


Promoting Inclusivity

Glue Here


Glue Here

Glue Here

Glue Here

For more information or to get in contact:
email: info@cfdn.org.uk
Web: www.cfdn.org.uk
Tel: 0207 205 7387

Our team look forward to answering any questions you may have.
Thank you for taking part in the donating effort and enabling the CFDN to continue its vital services.

Charity No: 263075
Address: CFDN, 17 Boardman Avenue,
London, E47QB
Registered with
 FUNDRAISING REGULATOR

Glue Here

Glue Here

Glue Here

If 190 people gave £5, it would cover our insurance costs for 1 year.

£30 supports the cost of hall hire for a group activity in a safe environment for 1 hour.

Donate

Glue Here

Order Merchandise

If you need items to help you advertise your event or support your fundraising efforts, please complete the below form. Please only order what is required, we are always happy to send more if you need them and they are available. Please note that items such as banners and collection tins will need to be returned as we have a limited supply. Below is a list of items available:



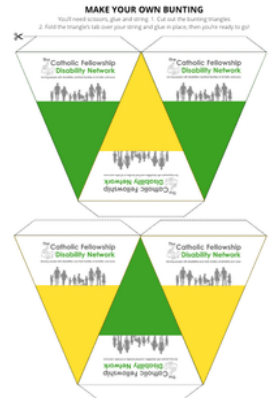
**Green & Yellow
Balloons
Pack of 10**



**Collection Box
(Handled) x 1**



**Large
Collection
Bucket x 1**



**Printed Make
Your Own
Bunting**



**Blank Event
Flyer - A4 5 Pk
(Climbing)**



**Blank Event
Flyer - A4 5 Pk
(Talking)**



**Sponsor or
Donation
Forms**



**Standard
Membership
Flyers - A5 10 Pk**



THANK YOU!

For Helping the CFDN make a difference

You helped to raise

£

at

Your support means local people with disabilities and their families get support, independence, and social opportunities, which many of us take for granted. Please share your success on social media at @CFDN



Help & Support



Letting Us Know

If you are planning a fundraising event, please get in contact and let us know so that we can support you and are aware that you may be using our material to advertise/fundraise. That way we can let others know about the event, respond to queries and send representation to thank you if you'd like a visit.



Contacts

If you need any assistance with planning your event, posters, advertisement material, or PR support, please contact the Fundraising Team at:
Email: fundraising@cfdn.org.uk
Mobile: 0207 205 7387
web: www.cfdn.org.uk

Local Group Support

We have several groups across Essex and East London, all of whom have a great deal of experience in running fundraising events having been supporting the fundraising efforts for over 60 years. If you have any questions or need some support, email us at info@cfdn.org.uk and we will signpost you to who can help. Alternatively, contact the team above.

And finally, THANK YOU! Your efforts and support really are appreciated by so many across the charity.