

# Big House HEROES

## THE DOS & DON'TS OF GIFT AID

### DO...

- Promote Gift Aid at your event and ask your donors to fill in the donation Gift Aid form included in your kit (if they make a cash donation).
- Familiarise yourself with the guidance on the Gift Aid form before your event. (For Wentworth Woodhouse Preservation Trust to claim Gift Aid on donations, we need to have the correct information on the form provided).
- During the event, check the Gift Aid form is being filled in correctly by your guests. (Make sure they are filling the form out with the correct information and that your supporters are entering their home address)
- Encourage guests to donate to your fundraising page.
- Before sending in your forms, please make sure that the total amount of donations on the form does not exceed the amount you are paying in. If the donation on the form totals more than the amount banked no Gift Aid on the form can be claimed.

### DON'T...

- Please note if you're fundraising by selling cakes, organising raffles or sweepstake games that the money raised cannot be claimed for Gift Aid. However, if you ask for voluntary donations to Wentworth Woodhouse Preservation Trust for cakes or any other equipment you may need to host your event - your guests can claim Gift Aid on these as they are voluntary donations. You can display your suggested donation amounts for your items as a guide for your guests.
- If you, as the host, are paying your donations in via your fundraising page, please do not apply Gift Aid to this payment. Only those who are donating their own money directly can claim Gift Aid.
- If someone makes an online donation, they do not need to add their donation to the paper Gift Aid form - instead, they can claim Gift Aid through the online donation.
- Please make sure the addresses are on the Gift Aid form, as we need this information for the claims to be valid.

### FIND OUT MORE....

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### SCAN ME

