



YOUR FUNDRAISING PACK

<https://www.bristolwomensvoice.org.uk/>

Please remember to get in touch with us
at info@bristolwomensvoice.org.uk



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GREETINGS FROM BRISTOL WOMEN'S VOICE (BWV)



Thank you for taking up a challenge to support Bristol Women's Voice; the fundraising you do will make a real difference to us and women across Bristol. We're a small organisation (with big impact!) and every little helps to keep us going.

Every year, Bristol Women's Voice works alongside marginalised and minoritised women to identify and remove the barriers that hold women back from achieving their aspirations. In recent years, we have supported women to successfully campaign for accessible access to Lawrence Hill train station; we have listened to women's needs and recommendations and ensured they are reported to every government department to inform central health and violence against women and girls strategies, among others; we have supported isolated women to develop peer support networks; we have enabled women to access appropriate health information and services and we continue to fight for an end to sexual (and all forms of) harassment through working with public transport companies, night time economy businesses and male dominated industries, such as construction.

We have achieved these things working in partnership with the Women's Commission, the grassroots organisations working with women and of course with women themselves across the city. We also couldn't do it without our volunteers who provide a vital resource and inspiration to us all in the organisation. And of course we couldn't do it without the support of our funders, donors and members.

Having an organisation fighting for women's equality and to ensure women are visible, heard and accounted for when decisions are being made matters – those who are marginalised are all too often easy to ignore.

Together, with your help, we can take a stand to make all women are included.

So, on behalf of our members, our staff, our volunteers and of all women in Bristol – thank you.

Katy Taylor, proud Director of Bristol Women's Voice since November 2020.



ABOUT US

BWV is a powerful voice for women making gender equality in Bristol a reality. We work alongside women, particularly those that are economically and socially marginalised, supporting them to identify and change the things that hold them back from achieving their aspirations. We also work to ensure their perspectives are heard by decision makers so that actions are taken which make a real difference to their lives.



WHAT WE DO

Our work currently focusses on:

- Creating women's action groups and supporting them to fight for meaningful change
- Working in partnership with women across the city to reduce gender inequality
- Supporting women to access key information and services
- Supporting women into employment and education through volunteering
- Understanding the barriers to women achieving their aspirations, and making key recommendations for change both nationally and locally

We can't wait for you
to get involved!

OUR IMPACT

BWV has recently earned academic recognition for our positive impact in Bristol.

The voices of marginalised women, and the cause of gender equality more broadly, are perceived by the stakeholders interviewed as not holding the same worth or power as other voices and causes. The more marginalised members of already marginalised groups – disabled women, for example – are shown to be particularly disempowered and unheard. ...[T]he partnership of Bristol Women's Voice and the Women's Commission successfully challenges this power imbalance in the city by offering inclusive opportunities for marginalised women to speak, promoting their voices through research, and advocating for gender-conscious policies.

(Clermont, A. 2021 'Hard to reach' or easy to ignore' University of Bristol p.33-34)





THE CHANGE YOU'LL CREATE

£10 pays to run
an online peer
support group for
a week.

£45 pays for an
interpreter for an hour.

£150 provides a
disability-friendly
tablet for women to
access information
and project
resources

YOUR EFFORTS WILL EMPOWER BRISTOL WOMEN

BWV believe that women's lived experiences and narratives are the catalyst for change, that we have the solutions, that we are key innovators and have vision to lead. As a BWV volunteer this is very important for me, as a woman I know I am part of making this change possible.

(BWV Volunteer)

So much good information delivered in an inclusive supportive way that empowered me.

(International Women's Day workshop feedback, 2021)

Aza is a community researcher who assisted us in our Bristol City Listening Project. In 2019, we launched this initiative supported by the Government Equalities Office to ensure the voices of women, particularly those that frequently go unheard, contribute to better policy-making.

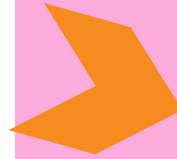
“Being a community researcher in a project which explored local women’s struggles, challenges and barriers was extremely memorable and special for me. It enabled me to build great rapport with the respondents and to build on our community relationship that we already had. My trusted position allowed for me to engage with and get to the heart of women’s needs. This was an empowering feeling for me as an individual, as it enabled me to play an important role in collecting local women’s voices and needs recorded and heard. As a woman from a ‘BAME’ background I was pleased to be a part of a project which included BAME women’s voices.” Aza, community researcher

AZA'S STORY

ORGANISE YOUR OWN EVENT – A GUIDE

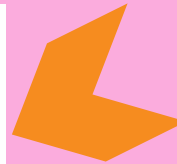
1. Pick something fun to do

The first step in planning your fundraiser is to decide what activity you would like to do. This could be something physical, something you do from home or something a bit more unusual. Take a look at our fundraising ideas in the next section for inspiration.



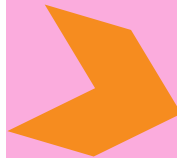
2. Set a time, date and target

- Depending on the type of activity, your fundraising event could take place on a single day, over a week, or even throughout a month. Have a think about the duration of your activity and to decide when it will be convenient it to take place. A clear time and date will encourage the people you know to donate money in the lead up to your fundraiser and whilst it takes place.
- Setting a target is a crucial part of your plan. If you know how much you would like to raise, this goal will keep you motivated throughout your fundraising journey.



3. Choose a venue

If you need a venue for your event, then try to organise this with plenty of time before the day. Try to keep in mind the important questions, like: is it in a convenient place? Is it accessible? Does it meet the practical requirements of my event? How much does it cost? Is it available on the date that I have in mind?



4. Decide how to collect your donations

It is a good idea to decide how you will collect your donations before you promote your event. Consult our 'Collecting your Donations' section for more information about this.



5. Tell everyone about your fundraiser

You need to inform the people you know about your event so that they can support you. There are many ways to do this, including: social media, email, posters and local newspapers. Take a look at our 'Spread the Word' page to get more details.

7. Stay safe

There are health, safety and legal considerations to keep in mind whilst you are planning a fundraiser, especially since the outbreak of COVID-19. Consult our 'Staying Safe' page to find more information.

6. Get a little help from your friends

Team work makes the dream work! Try to have a think about who you know and how they could help with your fundraising efforts. Could they promote your event? Could they come along on the day? Could they provide materials for your fundraiser (cakes to sell etc.)?

8. Keep in touch

Please let us know about your fundraising plans and activities so that we can promote your efforts!



11.

Reach us through:
Email: info@bristolwomensvoice.org.uk
Facebook: [@BristolWomensVoice](https://www.facebook.com/BristolWomensVoice)
Instagram: [@bristolwomensvoice](https://www.instagram.com/bristolwomensvoice)
Twitter: [@BWV2](https://twitter.com/BWV2)

FUNDRAISING IDEAS

A

Auction
Arts and crafts

B

Bake sale
Birthday fundraiser

C

Comedy night
Coffee morning

D

Dress down day
Dog walking

E

Eating
competition

F

Fashion show
Fancy dress

G

Gaming
Gardening

H

Head shave
Hiking
challenge

I

Hold a fundraiser
for BWV on
International
Women's Day

J

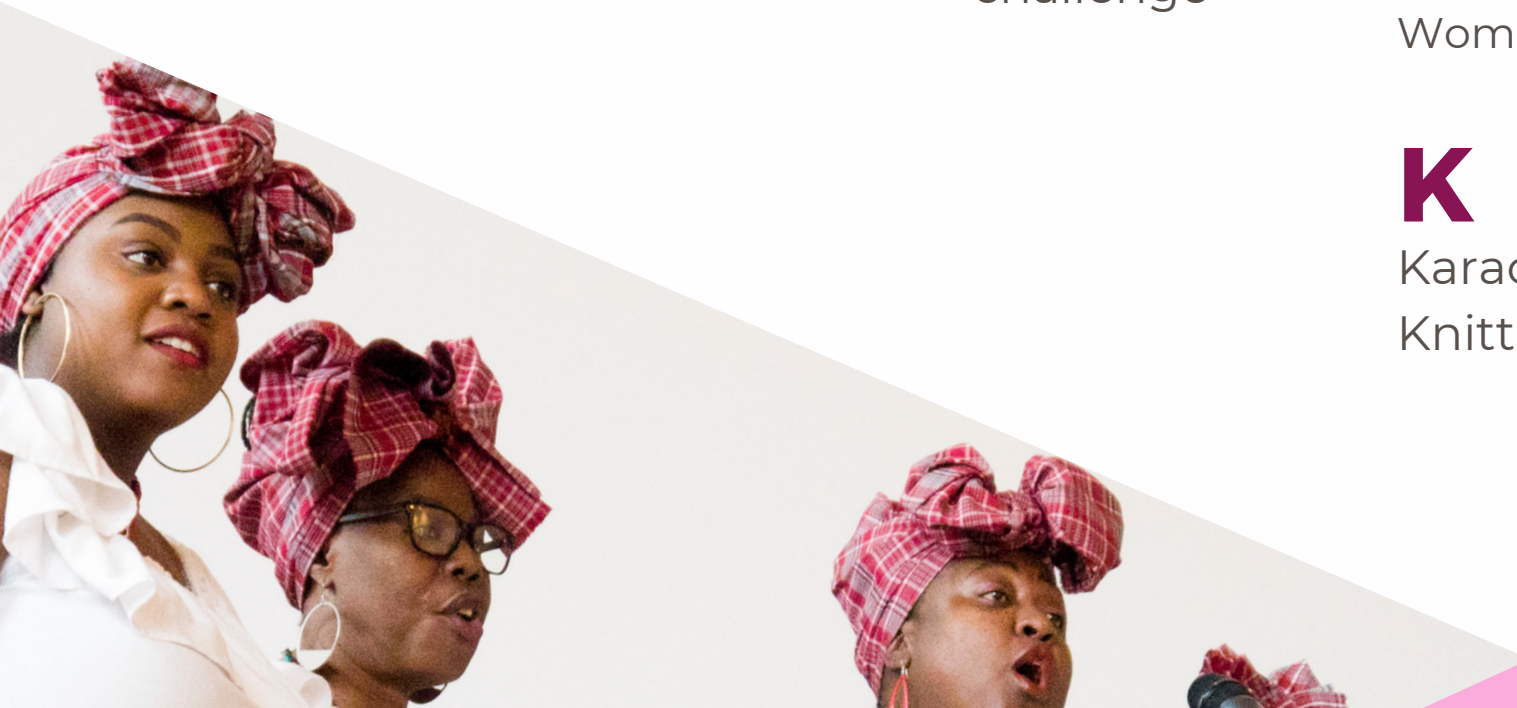
Jewellery
making

K

Karaoke night
Knitting

L

Lawn mowing



M

In memory
Matched giving

N

Non-uniform
day

O

Obstacle race

P

Photography

Q

Quiz show

R

Raffle
Running

S

At school
Stay awake

T

Talent
competition

U

At university

V

Valentine's
day

W

At your place
of worship
At work

X

X-treme
challenge

Y

Yoga

Z

Zumba



[Find more ideas on our
fundraising web page](#)



COLLECTING YOUR DONATIONS

Online

JustGiving

JustGiving is a popular online giving platform, and this is a good place to create a fundraising page if you feel comfortable to do so. Once you get your page up and running, this allows you to collect your donations and send the money that you raise to BWV.

JustGiving helps you to spread the word about your fundraiser because you can share your page with your friends and family via social media and email.

Facebook Fundraisers

If you are already a Facebook user, this is another easy way to set up a fundraising page online.

How do I set up a JustGiving page?

1. Log into your account and click 'Start Fundraising'.
2. When asked 'Are you fundraising for a registered charity?', select 'Yes, continue'.
3. Search for Bristol Women's Voice and select our organisation as the cause that you would like to fundraise for.
4. Let JustGiving know whether you're taking part in an event, celebrating an occasion, fundraising in memory or doing your own thing.
5. If you can't see your event listed, select 'Add your own' at the bottom of the page and tell JustGiving a bit more about your activity.
6. Choose your web address – this is the link you'll be sharing with friends and family when asking them to donate.
7. Tick 'Yes' if you're running a bake sale, or selling tickets to an event, raffle or auction. Donations to your Page won't be eligible for Gift Aid.
8. Click 'Create your page'.

[Go to the BWV JustGiving page](#)





Remember to:



Add a profile photo
to raise more
money



Tell everyone why you
are fundraising for BWV
to give your page
personal appeal



Set a target to
increase
donations

How do I set up a Facebook Fundraising page?

You can follow these simple steps to do this:

1. On your computer, login to Facebook
2. On the left, click Fundraisers
3. On the left, click Raise money
4. Click Non-profit
5. You can either:
 - Scroll down to find Bristol Women's Voice
 - Type into the search bar to find Bristol Women's Voice
6. Select Bristol Women's Voice
7. On the left, enter:
 - The goal amount of money you want to raise
 - The currency you want the funds to be in
8. Click Create.



Once you have created your page, you can invite your Facebook friends to donate to your fundraiser and share it on your news feed!



18.

COLLECTING YOUR DONATIONS

In person

Cash donations

If you do not feel comfortable setting up an online giving page, you can collect cash donations in person. Ask anyone who gives you physical money to fill out the [sponsorship form](#) on our website. Then do one of the following:



Transfer the balance to the Bristol Women's Voice bank account:
Bristol Women's Voice bank account name:
Bristol Women's Voice
Sort Code: 08 92 99
Account Number: 65849811
Please identify yourself in the reference using your initials.



Send a cheque to our postal address:
Bristol Women's Voice
PO Box 3462
Bristol
BS5 5HT



Use the 'donate' button on our website.

Make sure that your donors write out their details and consent to giving Gift Aid. If they are UK taxpayers, then this increases their donations by 25%!

Whichever method you use, please send your sponsorship form to our postal address, or email a photo of it to info@bristolwomensvoice.org.uk

SPREAD THE WORD

Once you have decided how to collect your donations, you can let everyone to know about your fundraising event. There are several ways that to do this:

Put up a poster – print and fill out a poster template from our website, and put this up in your school, workplace, university or place of worship.

Reach out to your local media – fill out our press release template and send this to any local newspapers/magazines who may be able to promote your fundraiser.

Tweet about your fundraising journey – tag anyone who may be interested in your fundraiser or the BWV cause, and they may retweet you.

Update Facebook – change your Facebook cover photo and profile picture to an image related to your fundraising activity. Share your online fundraising page on your news feed.

Change your email signature – add a section to your email sign-off with a sentence about your event and a link to your online fundraising page.

Instagram your fundraising activity – posting regular updates increase the likelihood of your receiving of donations. Insert a link to your online fundraising page into your bio.

Don't forget to tag us in any of your posts!
Facebook: [@BristolWomensVoice](#)
Instagram: [@bristolwomensvoice](#)
Twitter: [@BWV2](#)

STAYING SAFE

There are health, safety and legal considerations to keep in mind whilst organising a fundraising event. We have summarised the key things to be aware of when planning your activities.



Food safety - if you are selling food during your event, you will need to make sure that the vendor/caterer is licensed. If you are making food yourself, make sure the public know the ingredients. Writing a card with a list of ingredients for each item is a good way of doing this. For information about food hygiene regulations, visit: <https://www.food.gov.uk/>



Coronavirus – please ensure that your fundraising event adheres to current government COVID-19 guidelines. You can find the latest information here: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>



Raffles – there are more laws about holding a raffle than you may expect. However, you are fine if:

- You are holding a raffle within a workplace, club or organisation where it is only open to the employees or club members. In this case, you must state on the ticket your name and address, the ticket price and who is eligible to buy tickets.
- You are holding a raffle as part of a larger event and the tickets are sold and the draw is held at the event.
- The total value of all the prizes is under £500.
- The ticket price per ticket is no more than £2.00. If you are planning to sell tickets to the general public with a draw on a specified date in the future, you will need to have a license from the Gambling Commission and print tickets with specific information on them.



Risk assessments - filling out a quick risk assessment helps you consider what could go wrong during your event, so you can react quickly and be fully prepared. Contact us for a template.





Parental consent - if you are under 16 and would like to fundraise for us, you will need to make your parent or guardian aware of your fundraising plans, and get their consent. This is a legal requirement. Please ask your parent or guardian to send an email to info@bristolwomensvoice.org.uk to confirm their consent for your fundraising activities.



Licences - you may need a license or permit from either your local authority or through Bristol Women's Voice if any of the following applies to you: holding a public event or collection, a performance event (e.g. music, dance or theatre), selling alcohol, a raffle or tombola, lottery or sweepstake.



Insurance - check with us if you aren't sure about insurance. As a volunteer fundraiser you'll be covered for public liability insurance as long as you give us all the details of your event in advance and follow our guidance.



Use of the internet - remember to take photos of your fundraising, but do get permission from anyone caught on camera! In addition, please be aware that you cannot take posts back from the internet once you put them out there, so remember to think before you publish!



Use of BWV name/logo - if you are making your own publicity material, for example a poster for an event you are holding, please:

- Make it clear on all materials that you are fundraising in aid of BWV but that you do not represent the charity.
- Contact BWV if you would like to use our logo and, if appropriate, we will send you a high-resolution version.
- Include 'Registered Charity Number 1170110' wherever our logo appears.
- Send us a copy of any materials before printing so that we can ensure that they comply with our guidelines and the relevant charity law.

Please remember that BWV cannot accept any liability in response to loss, damage or injury suffered by any person as a result of any activity undertaken for BWV.

THANK YOU FOR HELPING US TO AMPLIFY THE VOICES OF BRISTOL WOMEN

22.

Please remember to keep in
touch!

Facebook:

@[BristolWomensVoice](https://www.facebook.com/BristolWomensVoice)

Instagram:

@[bristolwomensvoice](https://www.instagram.com/bristolwomensvoice)

Twitter: @[BWV2](https://twitter.com/BWV2)

<https://www.bristolwomensvoice.org.uk/>

Composed by Kate Atkinson, August 2021