

## Fundraising Legalities – Quick Guide

Make your fundraising for MHA fun, safe, and legal! Here's a concise guide for planning events, collections, and charity activities with links to official guidance.

### 1. Food, Drink & Alcohol

Food & Homemade Food:

- Supervisor with Level 2 Food Hygiene Certificate.
- Caterers must have a 5-star hygiene rating.
- Follow **Food Standards Agency guidance**.
- Homemade foods: prep safely, hand hygiene, prevent cross-contamination, label allergens, include baking date.
- Alcohol:
  - Selling requires a licence and possibly a **Temporary Event Notice (TEN)**.
  - Free alcohol allowed but not included in ticket price.
  - Offer soft drinks and obtain venue permission.
  - See **GOV.UK alcohol licensing guidance**.

### 2. Charity Places & Sponsorship

- Refer supporters to the **Community Fundraising Team** for registration and sponsorship management.
- Examples: Great North Run, London Marathon, Tough Mudder.
- Team provides certificates, sponsorship forms, posters, and social media support.
- Can also provide Fundraising materials such as T-shirt, running vest and other assets.

### 3. Collections

- **Tins & Card Boxes:**
  - Use secure MHA tins or card boxes.
  - Obtain written permission and keep records.
  - Count money with another adult; use the [Money Counting Form].
- **Street & Store Collections:**
  - Licences needed from local authorities; allow 30+ days.
  - Collectors must be 18+ and wear ID.
  - **Institute of Fundraising guidance**.
  - T-shirts can be provided subject to availability
- **Supermarkets:**
  1. Connect with person with authority to authorise e.g. Community Champion or store manager.
  2. Volunteer support for projects.
  3. Store collections & bag packing – permission and ID required.
  4. Gifts in kind for raffles or events.
  5. Advertising & Charity of the Year opportunities.

**Note: MHA does not allow house-to-house collections.**

#### 4. Funeral & In-Memory Donations

- Families may donate in lieu of flowers.
- Contact **Richard Sproson** for support: **01902 751044**.
- Provide envelopes or online donation details.

#### 5. Gifts in Wills

- Critical to MHA funding.
- Direct inquiries to **Legacy Development Manager, Richard Sproson: 01902 751044**.
- Visit the **Legacies section** for guidance.

#### 6. Marketing Your Event

- Target audience via posters, social media, local press.
- Include charity name, number, and event details.
- Photos require consent.
- Fundraising Team provides PR support and templates.

#### 7. Lotteries & Raffles

- Governed by **Gambling Act 2005**.
- One-off raffles may not need a licence if:
  - Tickets sold/drawn onsite
  - Equal ticket price
  - Prizes under £500 (excluding donated items)
  - Alcohol prizes only to 18+
- **Gambling Commission**
- **CIOF guidance**
- **Fundraising Regulator guidance**

#### 8. Events & Health & Safety

- Check venue, access, parking, permissions.
- Complete **MHA Risk Assessment** and arrange first aid.
- Comply with **Food Safety Act 1990** for food.
- Check licences for alcohol, music (PRS/CCLI), film screenings, balloon releases.
- Ensure **Public Liability Insurance** covers event.
- Notify police/fire if required.

#### Film Screenings:

- Non-theatrical licence needed for: one-off events, film clubs, common areas, retail/entertainment.
- **Independent Cinema Office (ICO) guidance**.
- Commercial cinema: theatrical licence from local council.

#### 9. Online Giving & Match Funding

- Donate via our website or use **JustGiving**; avoid crowdfunding to claim Gift Aid.
- Companies may match staff fundraising.
- <https://mha.org.uk/get-involved/fundraise/paying-your-fundraising-money>

## 10. Playing Music at Events

- PRS licence needed if playing music in your own venue.
- Check with venue if hiring; they may already hold a licence.
- Outdoor/temporary events: usually your responsibility.
- Christian venues often covered by **CCLI**.
- Fees based on ticket numbers, payable post-sales.
- Contact: **PRS Website** | **020 7580 5544**, **CCLI Website**

## 11. Data Permissions & Privacy

- Follow MHA privacy and communication preferences.
- **Privacy Policy**
- **Communication Preferences**

## 12. Support & Resources

- Community Fundraising Team provides guidance, licences, permissions, and legal compliance.
- **fundraisingenquiries@mha.org.uk** | **01332 221641**
- Using licensed venues and official materials makes your fundraising easier, safer, and compliant.

*make it matter*