



Emmanuel House
Sharing the journey

EMMANUEL HOUSE FUNDRAISING PACK



Supporting those who are homeless, rough sleeping,
in crisis, or at risk of homelessness in Nottingham.

Registered Charity Number: 1077424

THANK YOU FOR YOUR INTEREST IN FUNDRAISING FOR EMMANUEL HOUSE

Founded in 1976, Emmanuel House Support Centre is an independent charity that supports homeless, vulnerable and isolated adults in Nottingham.

Our main aim is to prevent people from becoming homeless and to support those who are homeless into accommodation. We provide diverse and accessible services that meet people's basic needs. Emmanuel House is often the first step of recovery out of homelessness for many people in Nottingham.

Together, we make a difference



HELP PEOPLE MOVE FROM CRISIS TO STABILITY

Every day, people facing homelessness, poverty and social exclusion turn to Emmanuel House for support. During the year April '25 to March '26, we supported more than 1,330 people across Nottingham.

Our morning drop-in at the Support Centre is the only open access service in the city, providing basic necessities such as food, clothes and showers. We offer advice and guidance for people to improve their situations. Our Wellbeing Support Team help people recover from the trauma of homelessness and sustain their new tenancies. They also host a range of activities to reduce social isolation amongst our service users. The Accommodation Team run our Night Shelter, providing emergency accommodation for people who would otherwise be

rough sleeping. We also host two supported accommodation projects with individual bedrooms, so people can regain their independence.

Every person who comes through our doors has their own story, challenges and hopes for the future. With your help, we can continue providing opportunities for people to rebuild their lives.

[Visit our website¹](http://www.emmanuelhouse.org.uk) to find out more about our specific services.



FUNDRAISING IDEAS A-O

A

Auction, arts and crafts fair, afternoon tea, abseil.

B

Bingo night, beard shave, bake off, black tie ball, bike ride.

C

Car wash, coffee morning, car boot sale, clothes swap.

D

Dress down day, dinner party, dog walking, disco.

E

Easter egg hunt, eBay sale, eighties night.

F

Fashion show, football match, face painting, film night.

G

Games night, golf day, garage sale, give something up.

H

Head shave, how many sweets, Halloween party.

I

Ice skating party, ice cream sundae making.

J

Jazz night, jumble sale, job swap.

K

Karaoke, knitting competition, kite making.

L

Litter picking, lego competition, lucky dip, lawn mowing, livestream.

M

Movie night, marathon, music event, matched funding.

N

Non-uniform day, name the bear.

O

Obstacle course, odd job day, office workout.



FUNDRAISING IDEAS P-Z

P

Pub quiz, pop up shop, pie and mash evening, pyjama day,

Q

Quiz night, quilt making.

R

Race night, raffle, recipe swap, Robin Hood Half, rugby tournament

S

Sleep out, swear box, skydive, sponsored chores.

T

Tombola, treasure hunt, team building day, talent show.

U

Unwanted gift raffle, uniform free day, university challenge.

V

Variety show, Vegas night, volunteering.

W

Walking challenge, world record attempt, window cleaning.

X

Xmas party, X marks the spot treasure hunt, X factor party.

Y

Yoga day, yellow themed event, year-long challenge.

Z

Zumbathon, zipwire challenge, zombie party.

For corporate groups, visit our [Corporate Support webpage](https://www.emmanuelhouse.org.uk/donations-sponsorship/corporate-support)²



8 EASY STEPS TO PLAN YOUR FUNDRAISING EVENT

1. Choose something fun to do

Keep it simple and do what you love! What are your strengths and hobbies?

2. Set a date, time and a target

Set a target of how much you want to raise to give you a bit of an incentive to go for it! For digital fundraising, we recommend JustGiving.

3. Choose a venue

Will it appeal? Is it accessible? What will it cost? Will it work practically for your event?

4. A little help from your friends

Don't try to do it all on your own. Think about everyone you know and ways they can help. Consider special skills, talents, connections and networks, ask for ideas and advice.

5. Spread the word

Use social media, email signature, posters, flyers and local press to tell as many people as possible about your event. Ask permission to put up posters or give out flyers in public places.

6. Stay safe

Consider first aid kits, fire exits, checking and testing equipment. You can get health and safety and insurance advice from The Health and Safety executive online.

7. Remember why

Every penny you raise will help to make a difference to people's lives. Let us know if you'd like some resources from our fundraising team.

8. Keep in touch

We are here to help. If you need any advice, materials or guidance, please get in touch.

Careful considerations:

- **First aid:** do you need a qualified first aider?
- **Security:** consider cash and capacity at venues.
- **Raffles & lotteries:** ensure tickets are all an equal price and name your winner at the event.
- **Collections & collection boxes:** must be sealed and numbered by law.
- **Selling alcohol:** you might need a temporary event notice.
- **Marketing:** make sure you have registered charity info, banners and flyers.



JUSTGIVING

We often encourage our supporters to use JustGiving when fundraising online for Emmanuel House. We have a charity page set up on JustGiving, so all donations come straight to us, you don't have to bother with bank transfers and keeping track of who paid you what. [Set up a JustGiving fundraising page³](https://www.justgiving.com/charity/emmanuelhousecharity) so your supporters' donations go directly to Emmanuel House.



WAYS TO PAY IN THE MONEY YOU'VE RAISED

Bank Transfer

The easiest way to donate the money you have fundraised is to transfer it to the Emmanuel House bank account. Please include a clear reference when you make the payment, e.g. “Emma’s karaoke” or “Tesco bake sale”

Emmanuel House bank details:

Account name: Emmanuel House Support Centre

Sort code: 05 – 06 – 41

Account number: 29516637

After making your donation, please fill out [this online form](#)⁴ so that we know where it is from, can send a thank you message and ensure it has been correctly allocated on our records.

Alternatively, fill out the form on the next page and send it to: Emmanuel House, 53-61 Goose Gate, Nottingham, NG1 1FE.

Online

Head to www.emmanuelhouse.org.uk/donate to make a donation online.

Cheques

Make it payable to 'Emmanuel House Support Centre' and post it to us with a completed donation form (next page).

Cash

Must be collected by an Emmanuel House staff member or dropped off with a completed donation form at the support centre.





Donation Form

Your information

Are you a new supporter? ☐ Yes ☐ No

☐ Individual ☐ Business / Group / Faith Group ☐ School

Contact name: _____

Organisation name: _____

Address _____

Postcode _____

Telephone number: _____

Email address: _____

Donation date: _____ (DD / MM / YY)

Description of donation

Money

Amount £ _____

☐ Cash ☐ Cheque ☐ BACS

Items

☐ Food ☐ Clothes ☐ Other _____

Donation received by: _____ (Staff member name)

Keeping in touch

Are you happy to be kept up to date with news about Emmanuel House?

☐ Yes ☐ No

Gift Aid Declaration

Are you a UK Tax Payer? If so, you may be Gift Aid eligible. If you are, then Emmanuel House will be able to claim an extra 25% on your donations – past, present and future! It soon adds up and really does make a huge difference to homeless and vulnerable adults. Please note, we can only claim Gift Aid on donations made by an individual.

If you do not pay tax, then there's no need to fill in this form.

Please treat as Gift Aid donations all qualifying gifts of money made:

☐ Today ☐ In the past 4 years ☐ In the future

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Donor's details

Title _____ First name or initial(s) _____

Surname _____

House number _____ Postcode _____

Date _____ (DD / MM / YY)

Signature _____

Please notify the charity if you want to cancel this declaration, change your name or home address, no longer pay sufficient tax on your income and/or capital gains. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

GDPR

The GeneralData Protection Regulation (GDPR) means that we require your permission to contact you. Are you happy to join the mailing list for our regularnewsletters?

☐ Yes ☐ No

Regular Donation

Would you like to becomea friend of Emmanuel House by signing up to make a regular monthly donation? These donations allow us to plan which is incredibly useful to a small charity. As little as £5 per month makes a huge difference to Emmanuel House and our service users. Please complete the below to let us know of your regular gift.

Please use this form as notification that I have set up a regular donation for
£_____ commencing on ____/____/____ (DD / MM / YY)
____ - ____ - ____

☐ Monthly ☐ Quarterly ☐ Annually

Payment to be made to:
Emmanuel House

Bank: Yorkshire Bank

Branch address: 11 Smithy Row, Nottingham, NG1 3EJ

Sort code: 05 – 06 – 41 Account number: 29516637



KEEP IN TOUCH



Emmanuel House Support Centre

53-61 Goose Gate

Nottingham

NG1 1FE

Call us

Give us a ring on 0115 9507313 and ask to speak to our marketing & fundraising team.

Email us

donations@emmanuelhouse.org.uk

Visit us

We'd love to meet you and show you around the centre so you can see what we do. Get in touch to arrange your visit.

Follow us on social media

