

YOUR FUNDRAISING JOURNEY STARTS HERE

A step-by-step guide to inspire your fundraising activity



THANK YOU

Thank you for choosing to raise funds for **Galway Simon Community**. The work that we do would not be possible without people like you who are stepping up to support those who need our help.

This guide should give you everything you need to get started on your fundraising journey which we hope will be a fun a rewarding experience.



Amy Lavelle, Community Fundraiser



OUR HISTORY

Galway Simon Community was set up in 1979 by a group of volunteers who refused to accept homelessness on the streets of Galway. It has only been with the support of the wider community that we have grown, developed, learned and adapted over the years to become a leading provider of homeless services and homelessness prevention in the region.

Over the years, our services have expanded and as well as providing housing, our focus is now on preventing people from becoming homeless and providing them with the support they need to move forward in their lives.

At **Galway Simon**, we work with a clear vision in mind: A community where everyone has a place to call home.

OUR SERVICES

HOMELESSNESS PREVENTION

Community Support: Preventing homelessness by working to keep people in their own homes or resettling them to a new home.

Bridge Resource Centre, Ballinasloe: A drop-in day service providing support, advice and advocacy. Works to prevent homelessness in the local community by helping to people to remain in their own homes.

Youth Service: Preventing homelessness amongst young adults aged 18-25. This service also has apartments with regular staff support, providing a home to 8 young adults in Galway.

HOUSING

Moving On: A 24-hour supported house which helps men to move onto independent living.

Long-term Housing: This service has four 24-hour supported houses, providing a home to men and women with multiple needs who have a history of homelessness or require support.

Community Housing: Provides a shared housing solution with access to regular staff support so that people can work towards independent living.

Independent Living: Providing people with the opportunity to live independently within the community in apartments located throughout the city.

HEALTH & WELLBEING

Health and Wellbeing Team: This team provide specialist supports to people in a number of areas including physical and mental health, addiction, life skills and access to training, education and employment.

CIARA'S STORY

Families like Ciara and Paul have been able to find safe and secure accommodation with the help of our Community Support team. When Ciara first got in touch with us she and her son Paul, were staying with her sister in her one-bedroom flat in Galway, but her struggle started long before that.

Paul was born prematurely and had to stay in hospital until he was six months old. On top of this, her partner turned violent and, for their safety, she knew she had to leave.

"It started with name calling. But then it got worse."

Thanks to our wonderful supporters, Galway Simon was able to provide Ciara and Paul with the help and emotional support they so desperately needed. We helped her to find a small apartment and a good landlord and we will continue to support Ciara in her new home.

"He's my everything. He tells me, 'Mammy, I love this place,' and he's starting to call it home now."



YOUR SUPPORT...

€50

Could provide a struggling family with groceries for a week

€150

Could allow a family at risk of homelessness to pay their utility bills for an entire month

€100

Could run a Community Support vehicle for three weeks

€500

Could help someone pay a deposit on a home and keep them out of emergency services

GETTING STARTED

The key to successful fundraising is to know exactly why you are raising money in first place. What are your motivations? What's your goal and how will it make a difference? If you believe in the power of your contribution, you will inspire others to feel the same!

When it comes to ideas, the sky really is the limit! Be creative, choose something you'll enjoy and that will be popular with others – it will make the planning a lot easier. Check out our **'Putting the Fun in Fundraising'** section for some inspiration or get in touch to request our *A-Z of Ideas* guide.

TOP TIPS

- Before you set the date, check that it doesn't clash with anything else and be sure to give yourself enough time to prepare.
- Get support: ask friends, family, colleagues or classmates for help.
- Create an action plan and timeline. Make sure everyone knows what they are responsible for and agree on task deadlines.
- Set a budget and be sure to leave a little extra room for unforeseen costs.
- Prepare a list of expenses and see if local businesses can help by donating or sponsoring goods and services.
- Set a target and think about how exactly you're going to reach it: a raffle, ticket sales, sponsorship, auction, etc.
- Contact your local council and/or the Gardaí to ask about any licenses or permits you may require (check out our 'Keeping it Safe & Legal' section for more info).
- Register your event today on galwaysimon.ie/register or get in touch with our Fundraising Team to find out how we can help. We can provide posters, information on our work and other fundraising materials however it is important that you give us plenty of notice in advance.
- Spread the word: text everyone in your phonebook; email everyone you know, use Facebook, Twitter, word-of-mouth; contact the local press; get yourself a Just Giving page and put a link on your email signature.

Remember to check with us first before using our logo in any promotional or publicity material. Please also be clear that you are fundraising "in aid of **Galway Simon Community**" rather than formally acting on our behalf.

For more information or advice email amy.lavelle@galwaysimon.ie or call 091 381828.



Dermot ran the Achill Marathon and raised €500 for Galway Simon

I think in today's society it's complete madness that people are homeless and finding it hard to find somewhere to call home for the night. Regardless of a person's situation everybody should have the fundamental right to shelter and security and **Galway Simon** help to provide this. Personally I have seen different individuals around Galway who are homeless and I hoped that the money that I raised would help them in some way. If running the Achill half marathon every weekend helped to solve this problem then I would gladly do it.

– **Dermot Salthill**

For the past few years I have hosted a Christmas Coffee Morning in my house for **Galway Simon**. I like to support **Galway Simon** as I know the money goes straight to helping people in need. I enjoy having it as it is a great way to catch up with friends close to Christmas and we are contributing to a local charity. It does have a feel good factor that you have done something worthwhile. Doing something like this reminds us of the real meaning of Christmas. It is fairly simple to run. Just make sure that you have someone to help on the day if it gets busy!

– **Francis Galway City**



Francis's coffee mornings have raised €4126 for Galway Simon

I've had a lot of help from **Galway Simon Community**; I've been through their services but I'm in a much better place now and I'm able to give back. Every year, I run a different fundraiser and this year I wanted to try something more unique. I'm a personal trainer and chef, so I ran a competition through Just Giving and my Facebook page, 'Eat Clean on a Budget', where I offered a chance of winning a free chef experience to anyone who made a donation. I also wanted to raise awareness so I did some videos where I explained that anyone could be homeless and gave some background into what it feels like. Sharing my story really helped to bring money in and I was very moved by the messages and interaction I had with people through it all; it was very rewarding.

– **Jimmy Bohermore**



Jimmy's competition raised €1000 for Galway Simon



Galway Women Unite's campaign raised €4459 for Galway Simon

Having seen homelessness first hand on the streets of Galway it prompted me to do something, and as a singer I felt I could use my voice to make a difference. I approached two friends, also professional singers and Galway Women Unite was born. We wanted to make a difference to the lives of women living in difficult situations. Thanks to the generous support of Galway businesses we were able to launch our single and raise much needed funds for **Galway Simon Community**.

– **Nicola Galway Women Unite**

PUTTING THE FUN IN FUNDRAISING

AT SCHOOL

- Non-uniform Day
- Pyjama Day
- Fun Run
- Read-a-thon
- Duck Race
- Sponsored Silence
- Jumble Sale
- Simon Action Day (get in touch for more info)
- Hula-Hoop Contest
- Egg & Spoon Race
- Litter Picking

AT WORK

- Auction of Promises
- Casual Day
- Treasure Hunt
- Pot Luck Lunch
- Coffee Morning or Tea Party
- Matched Giving
- Sports Day
- Lunchtime Bingo
- Raffle/Tombola
- Wine-and-Cheese Tasting



WITH FRIENDS

- Afternoon Tea
- Craft Fair
- Bake Sale
- Car Washing
- Dog Walking
- Quiz Night
- Carol Signing
- Garden Party
- Talent Show
- Comedy Night
- Scavenger Hunt
- Golf Tournament
- Supper for Simon (get in touch for more info)

RISE TO THE CHALLENGE

- Sponsored Walk/Run/Swim/Cycle/Climb
- Bungee Jump
- Sky Dive
- Abseil

BOOST YOUR FUNDRAISING

Create a fundraising page at justgiving.com/galwaysimoncommunity. Set a target, add a photo, share your story, post the link, and reward your donors with "shout outs" to make them feel good about their contribution.



KEEPING IT SAFE & LEGAL

Health & Safety: Factors to consider in making sure your fundraiser is safe, legal & successful will depend on its type, size and location. For example: first aid, security, hygiene, fire, evacuation, licensing, crowd control etc. We recommend that you carry out a Risk Assessment before your fundraiser and that you make sure everyone is properly briefed about potential risks and planned procedures.

Insurance: If your fundraiser involves the public you will need to have Public Liability Insurance. If it's taking place outdoors or in a venue that isn't privately owned you may need to secure a specific policy. We recommend that you seek independent insurance advice for clarification.

Permits: A permit or permission might be required from the Gardaí, local authority, and/or owners of private property depending on the type and location of your fundraising. If you are unsure of whether you need permission or would like us to apply for a permit on your behalf, get in touch – we're here to help!

Raffles & Lotteries: Some raffles and lotteries will need to be licensed depending on how public they are. It isn't necessary for a small local raffle or lottery where tickets are sold exclusively at an event or to employees of a workplace or a club. However, if you're advertising the raffle to customers, or if the value of the prizes will be more than €4,000, you will need to apply for a licence.

Handling Money: Always have two people around when money is being handled or counted. When collecting cash be sure to use a secure container e.g. a sealed bucket for a collection or a lockable cash box for change. If **Galway Simon** collection buckets are used as part of your fundraiser they must remain sealed until returned to, or are collected by a staff member.

Before planning your fundraising activity or publicising it please be sure to send us details for approval.

Remember to check with us first before using our logo & always emphasise that you are fundraising in aid of **Galway Simon Community** rather than formally acting on our behalf.

We're here to support you throughout fundraising journey. However, as the organiser you are responsible for the overall running of the fundraiser, including costs incurred.

HOW TO DONATE

You did it! Well done and **THANK YOU** for your hard work, effort and inspiration. The money you raised will be put straight to work helping to give someone facing homelessness the stability, support and safety they need to face and overcome the many challenges in their lives.



ONLINE

Return the money you've raised online through our donations page. You can make a secure payment using your debit or credit card. Visit galwaysimon.ie/donate-now

PHONE

Call us on 091 381828 and we can take payment using your debit or credit card.

BANK TRANSFER

Get in touch with us to request our bank details.

POST

Send a Cheque or Postal Order payable to **Galway Simon Community**:

Community Fundraiser
Galway Simon Community
Unit 18 Tuam Road Centre
Tuam Road
Galway
H91 X2N4

WHAT'S NEXT?

Thank your supporters. It may sound obvious but it's essential! A quick thank you email, text or a status update on social media goes a long way – did you know that up to 20% of donations are made after a fundraising event or challenge? All the more reason to make sure your supporters get the timely recognition they deserve. Don't forget to thank your volunteers and corporate donors too and be sure to let them know how much was raised.

Share your story. We'd love to hear about your fundraising journey. We'd also love to recognise your efforts and share your story to inspire others who are interested in making a difference. If you'd like to be added to our *Fundraising Wall of Fame* send your photos to amy.lavelle@galwaysimon.ie.





OTHER WAYS TO GIVE

REGULAR GIVING

Giving regularly by direct debit is easy. For more information check our website galwaysimon.ie/donate now or contact us on 091 381828.

CORPORATE GIVING

Whether your business is small or large, we can tailor a partnership that is mutually beneficial and that will accommodate you and your staff. From once off fundraising initiatives to year-long charity partnerships, you can choose a level of involvement that's right for your business.

SCHOOLS & COLLEGES

There are many ways your school, college or youth group can get involved with **Galway Simon**. From fundraising to volunteering, you can help us to put an end to homelessness.

A GIFT THAT KEEPS GIVING

Do you have an upcoming birthday, anniversary or retirement to celebrate? Are you fortunate enough to have all that you need in life? Why not ask friends and loved ones to consider making a small donation to **Galway Simon** in lieu of a gift? Get in touch on 091 381828 for more info.

LEAVE A LEGACY

A gift in your will, big or small, will help **Galway Simon** to be there for people facing homelessness in the future.

VOLUNTEER

Giving as little as one hour a week of your time can make a huge difference to the work we do. For information on all the different ways to volunteer visit galwaysimon.ie/volunteering or get in touch on 091 381828.



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Galway Simon Community is compliant with the Statement of Guiding Principles for Fundraising and the Governance Code for charities.