

## **Tax-Effective Giving Workshops**

‘Getting Your Share of the Missing millions’

In partnership with local infrastructure organisations (LIOs), the Institute of Fundraising (Institute) has helped many small charities and voluntary organisations maximise their income through the current tax reliefs.

Following the success of previous training - the Institute are looking for a further ten LIO partners to host workshops.

### **Institute of Fundraising will:**

- Provide the course tutor
- Provide all course materials:
  - Making Giving Go Further guide and CD-Rom
  - The Good Fundraising Guide
  - Delegate’s handbook
- Provide promotional materials:
  - Booking form
  - Promotional email text
  - Newsletter article
  - Online booking facility hosted on [www.tax-effectivegiving.org.uk](http://www.tax-effectivegiving.org.uk)
- Take all bookings on designated telephone line, fax, email and web
- Charge and retain £20 per delegate
- Refund to the partner 50% of the delegates’ fees (when over 15 paying delegates attend the workshop). Or, refund to the partner 100% of the delegates’ fees (when over 25 paying delegates attend the workshop).

### **Local infrastructure partner will:**

- Provide a suitable venue including equipment (laptop & data projector)
- Provide catering (refreshments x 2 and a working lunch)
- Provide logo for the joint-branded materials
- Promote and market the workshop sufficiently to bring together a minimum of 15 delegates (reviewed two weeks prior – if insufficient numbers booked at this stage then corrective action/cancellation should occur).

**NB all workshops must take place before 31st March 2008 and ideally require a ten-week lead-in to maximise impact and attendance.** For further information and to arrange a partner workshop, please contact Lee Grant at the Institute of Fundraising on 020 7840 1024, mobile 07738 328 185, or email [leeg@institute-of-fundraising.org.uk](mailto:leeg@institute-of-fundraising.org.uk).