



## Terms and conditions for 'On-Behalf Of'\* Fundraisers

\*also known as Third Party fundraisers, DIY fundraisers

**Manchester Foundation  
Trust Charity**

Registered charity number 1049274

These terms and conditions apply to all hospitals supported by Manchester Foundation Trust Charity, which is registered with the Charity Commission as Manchester University NHS Foundation Trust Charity, number 1049274.

Manchester Foundation Trust Charity supports the following hospitals:

**North Manchester General Hospital | Manchester Royal Infirmary | Wythenshawe Hospital | Royal Manchester Children's Hospital | Manchester Royal Eye Hospital | Saint Mary's Hospital | Manchester University Dental Hospital | Withington Community Hospital | Trafford General Hospital | Altrincham Hospital**

By registering your fundraising with the charity, you are agreeing to the Terms & Conditions below which are available to view during the registration process. A copy of these Terms & Conditions will be sent to all fundraisers with their confirmation of registration.

### Definitions:

- **Manchester Foundation Trust Charity – 'MFT Charity'**  
MFT Charity – reference in this document to MFT Charity refers to both the umbrella charity and/or any individual hospital a fundraiser is supporting.
- **Fundraiser**  
The person who is completing /has completed the online registration form with MFT Charity

By completing the online registration and organising your own social event or activity to support MFT Charity, you have agreed to the Terms & Conditions below. These terms constitute the fundraising agreement between MFT Charity and you, as a participant.

### 1. Age Restriction

Anyone organising a fundraising event for MFT Charity must be aged 16 or at the time of registration with MFT Charity. If an under 16 year old wishes to fundraise for MFT Charity, their parent or legal guardian must complete the registration process.

### 2. Fundraising

The fundraiser (hereon referred to as 'I') agrees that the fundraising event s/he is organising is on behalf of MFT Charity.

I understand that:

- a. The event is my responsibility (including but not limited to all costs and liability) and MFT Charity bears no responsibility or liability whatsoever for the event. The event won't be covered by MFT Charity's insurance programme. If appropriate, I

will arrange my own insurance and will make sure that contractors and external facilities used can demonstrate evidence of the relevant insurance cover.

- b. I am responsible for the health and safety of all involved including undertaking any relevant risk assessments.
- c. I am responsible for ensuring food hygiene and ensuring that I have the relevant licenses e.g. if selling alcohol at the event, promoting a raffle when tickets are sold over more than one day, etc.
- d. I will use my best endeavours to raise money for MFT Charity in connection with my event.
- e. I understand and will make clear to those who support my fundraising that any money raised will be donated to MFT Charity.
- f. I understand that if my fundraising is supporting one or more charities aside from MFT Charity, I will be clear to both MFT Charity at the point of registration or soon after and also to those supporting my fundraising as to what the split of fundraising to each charity will be, and will make the donations to those charities in line with that split.
- g. Donations are not generally refundable, even if the event does not take place.
- h. I will only use lawful means to fundraise for MFT Charity and will not bring the charity's names into disrepute. I will observe the following fundraising rules and I will comply with any further rules and requirements about fundraising of which MFT Charity may notify me:
  - i. I will not use the MFT Charity or any associated logo without first obtaining permission from MFT Charity and will allow the MFT Charity to approve any materials prior to being printed or used digitally. I understand that MFT will approve any such materials as quickly as possible but this can take up to 5 working days.
  - ii. I will tell event attendees that I am raising money "on behalf of" MFT Charity.
  - iii. I will not incur nor am I authorised to incur any cost, claim, loss or liability on behalf of MFT Charity.
  - iv. I will contact MFT Charity before conducting any raffle, lottery or public event, and comply with any guidance, guidelines or insurance and legal requirements issued by MFT Charity in connection with this kind of event.
  - v. I will obtain approval from MFT Charity before approaching press or celebrities to support my event.
  - vi. I will secure the necessary approvals from my local authority prior to undertaking street collections or collections on private property. House-to-house collections are not permitted.
  - vii. I will ensure that I take responsibility for the safe keeping of money raised in MFT Charity's name, both during and after the event, until it is transferred to MFT.

### **3. Making your donation**

- a. I will forward all monies donated to MFT Charity either by cash, cheque, bank transfer or via an online giving provider no later than six weeks after the event.
  - i. I will, if relevant, send MFT Charity my completed sponsor forms with details of the names and addresses of and amounts donated or pledged

by all sponsors no later than 4 weeks after my event. This will allow MFT Charity to process gift aid on donations. Please note that we will not contact your sponsors unless they have indicated on the sponsorship form that they are happy for MFT Charity to do so.

- ii. Ensure that donations made by cheque are payable to 'MFT Charity' (or *{name of hospital}* Charity) and ensure that these cheques are sent to the MFT Charity no later than 6 weeks after issue.
- iii. Only use sponsorship forms issued by MFT Charity and not use any other type of sponsorship form (unless otherwise agreed with the MFT Charity).
- iv. I understand that MFT Charity may ask me to provide a breakdown of all costs and donations relating to my fundraising to confirm the amount raised by my event. I agree that I will keep a full record of all costs and donations for my fundraising and that if I am asked to provide this information, will do so within 2 weeks of being asked.

#### **4. Confirmation**

I confirm I have read, understood and agree to all the terms and conditions set out above, and understand MFT Charity may terminate our relationship if I am in breach of any of the terms and conditions.

We recommend that you print and keep a copy of this agreement with a note of the date on which you accepted its terms and conditions. If you have any questions or concerns about your obligations under these terms and conditions please contact your named charity contact, email [charity@mft.nhs.uk](mailto:charity@mft.nhs.uk) or call us on 0161 276 4522. We are here to help.

Many thanks for your support and good luck with your fundraising!