

Participants Information Sheet

Thank you for choosing to fundraise for UHCW Charity. Eligible donations can be increased by 25% using the Gift Aid scheme at no cost to the donor. However, it is important that the correct process is followed in order for us to claim Gift Aid from HMRC. Please read the following information carefully prior to starting your fundraising.

- Ask your donors to read the Gift Aid statement on the sponsorship form to ensure that they qualify. **I confirm that I want to Gift Aid my donation to University Hospitals Coventry and Warwickshire Charity. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid Claimed on all my donations in that tax year it is my responsibility to pay any difference.*
- Full name, address and postcode of the donor must be completed
- The Gift Aid box must be ticked for eligible donors wishing to Gift Aid their donation
- Please **do not** tick Gift Aid boxes on behalf of others
- **Home addresses** must be used. Business/work addresses cannot be accepted
- Group collections do not qualify for Gift Aid (e.g. office collections). Only individual donations are valid
- Donations made on behalf of another person are not valid for Gift Aid
- The "date paid" box on the sponsorship form must be completed
- Ensure the amount marked as collected matches the amount handed into UHCW Charity

If you are completing an event:

- If you are collecting sponsorship to cover the cost of your event (e.g. entrance fee, travel, associated costs) no Gift Aid can be claimed until all costs have been covered
- Connected persons cannot Gift Aid their donation unless the participant has paid the **full** cost of the event themselves

A connected person is defined as:

- wife, husband or civil partner
- a relative (brother, sister, ancestor (for example, mother) or lineal descendant (for example, grandson)
- the wife, husband or civil partner of a relative

Incorrectly completed sponsorship forms can prevent ANY of the Gift Aid being claimed for your event.

If you have any questions please contact UHCW Charity at
uhcwcharity@uhcw.nhs.uk or 02476 966913