



**enable  
ireland**

**Disability Services  
Life With No Limits**

# **Fundraising Event Application Pack**

-  [www.enableireland.ie](http://www.enableireland.ie)
-  [www.twitter.com/enableireland](https://www.twitter.com/enableireland)
-  [www.facebook.com/actionondisability](https://www.facebook.com/actionondisability)
-  [www.instagram.com/enable.ireland](https://www.instagram.com/enable.ireland)

Enable Ireland - Registered Charity No.  
20006617 | CHY No. 4908

# Fundraising for Enable Ireland

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Disability Services  
Life With No Limits

Thank you for your interest in holding a fundraising event. Enable Ireland provides free health and social services to children and adults with disabilities across Ireland. We believe that access, inclusion and equality are basic rights for everyone and assert that society must recognise and accommodate each individual's needs. We work in partnership with those who avail of our services to support them to achieve maximum independence, choice and inclusion in their communities. We focus on the person, not the disability. Our aim is to ensure that people with disabilities have as much independence as possible and can participate in their communities to the greatest extent. Fundraising events allow us to continue to provide this support and expand our services further.

## Enable Ireland

- One of Ireland's leading charities.
- Services across 43 locations in 15 counties.
- Supporting 8,500+ children & 500+ adults with disabilities and their families.
- Demand for our services continues to grow each year.

*"We focus on the person, not the disability."*

## How to get started

### Step 1: Application Form + Approval

- Complete the application form in this pack & understand the T&C's.
- Submit to Enable Ireland and await approval.
- Once approval has been received, you're ready to start your fundraiser.

### Step 2: Set up a committee

- Bring people who have different skills, experiences and resources together.

### Step 3: Plan the event

- Draw up a **plan** and **map** your event from start to finish.
- Choose an **event** – **create** your own, **raise funds** for events being organised locally/nationally, **sign up** to an event being organised in aid of Enable Ireland.
- In choosing your event, think about who you want to **appeal** to and what you are trying to **achieve**.
- Select a **date** – be sure to give yourself enough **time** to prepare.
- Consider running your event as a Virtual Fundraiser. Enable Ireland recommends the platforms [www.JustGiving.com](http://www.JustGiving.com) and [www.iDonate.ie](http://www.iDonate.ie)
- If you need to use a **venue** as part of your event, it will need to be large enough to accommodate your guests and have the appropriate facilities that you require. Make sure you have enough volunteers, tickets, chairs, tables, microphones, refreshments etc. If your event is to take place at a location or venue, please ensure it adheres to all public health guidelines.

### Step 4: Sponsorship

- Start with friends, family and colleagues (who may also wish to volunteer for the fundraising event). Local businesses are usually happy to support good causes.



# Fundraising Application Form

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Please note the act of completing this form does not constitute any approval by Enable Ireland. Once Enable Ireland has received and processed your application form, we will contact you regarding authorisation of your event.

Please use **BLOCK** letters and tick where appropriate.

## Personal Details:

Name: \_\_\_\_\_ Name of group/company planning event: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Description of your group/company: \_\_\_\_\_  
Landline No.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Email: \_\_\_\_\_

## Fundraising Details:

Name of Planned Fundraising Event: \_\_\_\_\_ Brief Description of Event: \_\_\_\_\_  
Date & Time of Fundraising Event: \_\_\_\_\_  
Location of Fundraising Event: \_\_\_\_\_ Expected number of participants: \_\_\_\_\_  
Fundraising Target €: \_\_\_\_\_

## How are you raising funds?

Sponsorship:  Ticket Price €: \_\_\_\_\_  
Virtual Fundraiser:  Other (Please give details): \_\_\_\_\_  
Raffle\*:   
Ticket Sales:

\* An event which involves collecting money from the public i.e. Street Collection, Raffles, will require a permit from An Garda Síochána.

## Have you previously fundraised for Enable Ireland?

If Yes, please provide details of the type of event:

Where the event took place:

Date of event: \_\_\_\_\_

We have a range of support materials which can help you in the running of your event. We are happy to supply these items but ask that you please be mindful of the quantities as they are costly for us to produce.

ITEM	QUANTITY	ITEM	QUANTITY	QUANTITY
Balloons:	<input type="text"/>	T-shirt:		
Sponsorship Cards:	<input type="text"/>	Small	<input type="text"/>	Medium <input type="text"/>
Posters:	<input type="text"/>	Large	<input type="text"/>	X Large <input type="text"/>
Collection Buckets:	<input type="text"/>	Running vest:	<input type="text"/>	



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# Terms & Conditions of Running an Event with Enable Ireland



## Enable Ireland logo and name: using this as a third-party

There are rules surrounding the use of Enable Ireland as a name and as a logo, which are as follows:

1. As a third party fundraiser, the name of your event should not have Enable Ireland in the title. You can only use the Enable Ireland name and logo to show that the event will BENEFIT Enable Ireland. Enable Ireland is the beneficiary of the event, rather than the organiser. For example, please name your event as "<Title of Event> in aid of Enable Ireland" or state that "all proceeds go to Enable Ireland."
  2. You must gain prior written approval from Enable Ireland for any printed materials, online materials, media publications or advertisements associated with the event. Approval should be sought from either Head Office or a Regional Service, depending on who your primary point of contact is with Enable Ireland in relation to your event. Drafts of all proposed printed or digital assets that contain the Enable Ireland logo must be shared in advance with the Communications Department to confirm compliance with Brand Usage Procedures.
  3. You must contact the Enable Ireland Communications Office to obtain the correct Enable Ireland logo (if needed). Prior written sign off of all material where the logo is used must be sought from Enable Ireland. Please note that a copy of the logo from other sources must never be used.
1. Approval to repeat an event must be requested from Enable Ireland in writing prior to repeating it.
  2. Enable Ireland will assist with your event only by way of offering advice and guidance. The overall running of the event, including (without limitation) expenses, promotion, insurance, record-keeping and management, is your responsibility.
  3. Enable Ireland insurance does not extend to your events - we suggest that prior to your event you must seek independent insurance advice.
  4. Please contact your local Garda station for guidance on any legal permits that you may require for your event.
  5. If you are holding a raffle where the sale of tickets is to the general public, you should contact your local Garda Station to obtain a permit.
  6. Regarding the sale of CDs, books, calendars and other similar items on behalf of Enable Ireland, ALL requests for same must have prior written approval from the relevant region or service centre to benefit from the sale of the said item, or from Head Office.
  7. Enable Ireland cannot provide direct marketing and/or Publicity for your event.
  8. You must advise Enable Ireland of any changes to the details of your event provided on this form prior to the event taking place.

## Cash Handling and Banking

1. In your own interest and to adhere to auditors requirements, it is required that a minimum of two adults be present to count any proceeds from fundraising events.
2. Please ensure that any cash handling is conducted in accordance with public health guidelines.
3. All net proceeds from the event must be returned to Enable Ireland within 30 days of the event taking place. You can lodge funds directly into the regional or national account (please contact us for details). Alternatively, you can send a cheque or postal order to the benefitting local service centre or to Head Office.

## Running your event

Every fundraising event must be run in accordance with all applicable laws and in accordance with public health guidelines. It is the sole responsibility of the Event Organiser(s) to ensure that the event complies with all aspects of the law and with the requirements of Enable Ireland as outlined here.

## Having authority to fundraise

In order to have authority to fundraise on behalf of Enable Ireland, you must:

1. Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian).
2. Complete an application form and return to Enable Ireland at least 30 days prior to the event.
3. Hold off on advertising your event or activity until you have received approval from Enable Ireland.

## Permits & Insurance

Please note that it is the obligation of the third party Event Organiser to obtain all the necessary permits and insurance associated with the event. It is the responsibility of the organiser to seek independent or prudent advice regarding any insurances that may be required to hold the event.

# Disclaimer

To the fullest extent allowed by law, the Event Organisers agree to:

- Release Enable Ireland from claims and demands of any kind arising from or related, directly or indirectly, to the fundraising event and;
- Indemnify and hold harmless Enable Ireland, on an on demand basis, from any and all liability resulting from loss, damage or injury of any kind and in any way connected, directly or indirectly, with the fundraising event.

If, in the sole opinion of Enable Ireland, an Event Organiser does not, in advance of the event or activity, obtain necessary or prudent insurance cover and/or any required permit for the event (from Enable Ireland or from any other person), Enable Ireland reserves the right to withdraw or decline any association with the event, without giving prior notice to the Event Organisers. If that happens, Enable Ireland may also publicise the fact that Enable Ireland is not in any way associated with or endorsing the event.

Enable Ireland's insurance does not apply to the fundraising event. In particular, it does not cover loss, damage or harm to any person, organising, assisting with or participating in the fundraising event or to the property of any such person or any other person. Whether the fundraising event involves use of public parks, public areas or private property, Enable Ireland does not accept any responsibility for any damage that may arise from or be caused (directly or indirectly) by such fundraising event. We recommend strongly that Event Organisers seek independent insurance advice prior to organising an event.

## Signature & Agreement

- I am an/the Event Organiser. If there is more than one Event Organiser, I confirm that I have authority to sign and accept these terms and conditions and disclaimer on behalf of all other Event Organisers.

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PARENT /GUARDIAN  
(IF APPLICANT IS UNDER 18) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Enable Ireland would like to keep you up to date with our work/appeals/campaigns. If you would like to receive further communications from us, please tick here:

### For official use

Date application received \_\_\_\_\_

Location Appeal / Event being held  
\_\_\_\_\_  
\_\_\_\_\_

Event approved date \_\_\_\_\_

Material requested \_\_\_\_\_

Enable Ireland Staff Member to attend event  
\_\_\_\_\_

Enable Ireland Staff Member from Cheque Presentation  
\_\_\_\_\_

EVENT RECORD NO: \_\_\_\_\_

## Thank You

**Your support will have a huge impact on the lives of the individuals and families using our services. All funds raised go towards supporting them to achieve independence, choice and inclusion in their communities. Your support makes a real difference to the children and adults who avail of our services.**

Please return the completed form to the Enable Ireland Regional Office which you intend to raise funds for  
Or

Enable Ireland Head Office  
32f Rosemount Park Drive  
Ballycoolin Road, Dublin 11.

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