

# CHT

community • housing • therapy

Your guide to

# Fundraising

[www.cht.org.uk](http://www.cht.org.uk)

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FUNDRAISING  
REGULATOR



# Thank you for fundraising for CHT!

We are a local UK charity that supports people experiencing mental distress to work through trauma, build supportive relationships, and explore ways to live fulfilling lives.

Since 1994, our communities across the South East have provided a home, a community, structured therapeutic support, skills training and social activities for people experiencing severe or complex mental health diagnoses and co-occurring conditions such as eating disorders, neurodiversity and learning difficulties.

Our residents have often experienced repeated trauma (usually from childhood) and fractured relationships, exacerbated by deprivation, inequality, and stigma. Many, due to the complex nature of their diagnoses and experiences, have been excluded from other services.

## We treat the person, not just their diagnosis

At CHT, we offer an alternative to hospital and personalised, holistic support, where each person's recovery plans and care are always tailored to each resident, taking into account their experiences, boundaries, aspirations, physical, emotional and social needs. Our kind, relational approach helps people (re)learn what they want from life, and thrive.

We supported **73** people through our seven communities last year

**42%** of these residents were engaged in employment, volunteering, education or external activities

**64%** of residents who moved on from our support last year went to lower support or independent living



"CHT has kept me out of hospital the longest I have ever been out of hospital. I was in a secure ward for four years without coming out, and I was at the Priory for two years. I feel safe here".

## Your impact

Most of our income comes from placement fees paid by NHS Trusts and local authority teams, which cover essentials for residents, like clinical care, housing, and meals.

We rely on our fundraisers and generous donors to help us provide everything else, from activities, days out, art supplies for our Creative Activities Programme, sensory items for comfort, and workshops that can empower residents with skills for life beyond our care.

Every penny you raise or donate to CHT will help us provide these important therapeutic interventions that truly improve people's wellbeing and future opportunities.

## Here's how each donation can make a real difference

**£5** can help us buy sensory items for our communities

**£10** can buy art materials to support creative activities

**£25** could contribute towards weighted blankets for our sensory spaces

**£50** could contribute towards a therapeutic day trip

**£100** could contribute towards art or horticultural therapy

**£250** could cover the cost of a life skills workshop

Thanks to our supporters, residents have been able to take part in skills and creative workshops, trips to the beach, theatre and a farm and enjoyed activities such as nature walks, gardening, building campfires, making bread, and caring for animals.

These activities give our residents a safe place to grow and practice important skills, such as handling challenges, managing social anxiety, working as a team, and getting along with others. They are also a chance to do things they may have missed out on earlier in life.

**"The animals all had beautiful souls and enjoyed spending time with me just as I am"**  
CHT resident



# Getting started

## Decide what you'd like to do

There are lots of ways you can fundraise for us, such as hosting a clothes swap, bake sale, or coffee morning. You might join a sponsored run or ask for donations instead of gifts at your next celebration. Pick a fundraising idea you'll enjoy and think about who you'd like to involve. Bringing people together for your activity can make a real difference to fundraising and wellbeing.

## Tell us about your activity

After you've decided on your activity, let us know, and we'll support you every step of the way.

We can provide materials like posters, sponsorship forms, and a letter of authority. We'll also help you spread the word through social media and our newsletter. Plus, our experienced fundraising team is here to offer support and advice.

## Tell the world about your activity!

Tell your friends, family, colleagues, and community about your plans. Share details of your activity with your wider networks on social media.

## Set up your online giving page

An online fundraising page is a great way to share your activity with family and friends, and all donations come straight to us. It only takes a few minutes to set up your own TotalGiving page. Visit the website or scan the QR code to get started.



[totalgiving.co.uk/charity/community-housing-and-therapy](https://totalgiving.co.uk/charity/community-housing-and-therapy)

## When and where?

Choose a date for your activity and give yourself plenty of time to plan and prepare. Check if there are other events happening nearby, or consider special dates like Mental Health Awareness Week in May, World Mental Health Day in October, or Bank Holidays. Next, decide where to hold your event. Will it be at work, at school, at home, or in your community? If you need to book a venue, keep in mind the cost, how many people it can hold, and how easy it is to access. You might even get a discount if you mention that your event is a charity fundraiser!

## Set a target

It helps to have a fundraising target in mind and to let everyone know how much you hope to raise. Think about how you'll reach your goal, perhaps through entry fees, a raffle, or selling cakes? Every penny counts!



# Inspiration

## Make a night of it!

Make a night of it with a charity quiz night, a murder mystery evening or a clothes swap? Fundraiser Laura organised a 'frock swap' with friends and family and raised £400!



"The evening was really fun, hopefully reduced a bit of landfill and raised money for a brilliant charity!" Laura

## Put your best foot forward

Whether you are a walker, jogger, or long-distance runner, getting active can raise your heart rate and raise funds! There are lots of organised events around the country to choose from, or why not organise your own?

## Get baking!

Organising a bake sale is a great way to raise funds and raise a few smiles! Residents at our Liliias Gillies House community in Croydon held an Easter-themed craft and bake sale, raising a fantastic £123!



## Head outdoors

Being out in nature has lots of benefits on our mental wellbeing. Why not organise an outdoor activity like a dog walk, car wash, treasure hunt, car boot sale, or sports tournament.

## A head or heights or thirst for adventure?

Why not consider an adventurous overseas trek, or taking on an abseil, or a skydiving challenge?

You are never too old to try something new, as demonstrated by Mariquita (pictured), who at age 85 skydived from 13,000ft along with family members Carensa and Josh, to raise over £4,000 to support our work.



## Fundraise at work

At work, you could host a dress down (or dress up!) day, office quiz or bake sale, or a raffle.

## Give something up!

Why not consider challenging yourself to give something up, like chocolate, coffee or social media for a week or month?

## Special occasion fundraising

You could ask for donations to CHT instead of gifts for your special day.

# How to fundraise safely

Here are a few tips to help make your fundraising activity enjoyable and safe.

## Food hygiene

When making food, remember to follow the basic rules for preparing, storing, cooking, and serving it. Be aware of allergies and label any food that might contain allergens. If you hire a professional caterer, check that they have the correct certificates and insurance. You can find more information [online.food.gov.uk](https://www.food.gov.uk)

## Health & safety

When planning an event, make sure to think about health and safety. Doing a risk assessment helps you plan for everyone's safety and spot ways to prevent accidents. We can give you a template, or you can find more details about risk assessments at [hse.gov.uk](https://www.hse.gov.uk).

If you work with suppliers or venues, check that they are experienced and have the right insurance and health and safety certificates, such as Public Liability Insurance. If the public will attend your event, you might need first aid cover. St John Ambulance or the Red Cross can give you advice.

## Insurance

If your event is open to the public, you must have Public Liability Insurance. CHT is not responsible for any loss, damage, or injury that happens during your event or activity.

## Licenses

If you plan to serve alcohol, refreshments, or play music at an unlicensed venue, you need a Temporary Event Notice. You can get this from your local Licensing Authority.

## Collections

If you want to collect money in a public place, you need our permission and a permit from your local council. You cannot collect money door-to-door. For collections at private places like pubs or supermarkets, get the landowner's permission and follow their rules. All collectors must be over 16.

## Raffles

If your raffle will run for more than 24 hours, you need a lottery licence and printed tickets that meet legal requirements. Visit the official website [gamblingcommission.gov.uk](https://www.gamblingcommission.gov.uk) for the latest information and advice.

## Children

If you plan to involve children in your event, please visit the Fundraising Regulator for the latest guidance: [fundraisingregulator.org.uk/working-with-children](https://www.fundraisingregulator.org.uk/working-with-children)



## FAQs

### Can I use your logo on my fundraising materials?

Yes! Contact our fundraising team at [fundraising@cht.org.uk](mailto:fundraising@cht.org.uk), and we'll send you our logo and instructions on how to use it.

### How do I send you my fundraising money?

Please send us your fundraising money within six weeks of your event. You can do this in several ways:

**By BACs payment** (we can provide our bank details on request)

**Over the phone** by calling 020 7381 5888

**By post.** Cheques must be made payable to Community Housing & Therapy, and sent to: **Fundraising Team, Community Housing & Therapy, 21 Lancaster Park, Richmond, TW10 6AB.** Include your name, address and how you raised the money. Please do not send cash through the post.

**Online:** If you have an online donation page, like TotalGiving, your donations will be sent directly to us.

### What about gift aid?

If your supporters are UK taxpayers and let us claim gift aid on their donation, we can get an extra 25p for every £1 raised at no additional cost to them. We can provide forms for this.

We can only claim gift aid on personal donations, not on the sale of goods at fixed prices or for ticket sales. But, if you were to host a coffee morning where you invite people to make donations in exchange for coffee or cake, we can claim Gift Aid on those donations. For more information about gift aid, please get in touch at [fundraising@cht.org.uk](mailto:fundraising@cht.org.uk).



### I've got more questions - how can I get in touch?

To discuss your fundraising idea or for support or guidance please contact the fundraising team at [fundraising@cht.org.uk](mailto:fundraising@cht.org.uk) or call us on 020 7381 5888

**We value everyone who fundraises for us.  
Thank you so much!**