

The BIG Bolton Fund...

How you can get
involved



Funding Bolton's future

When is £3.90 worth £5.00?

When you donate it to the BIG Bolton Fund!

The BIG Bolton Fund is a new grants fund that is supported by people in Bolton to help people in Bolton. The grants given help small local voluntary groups to pay for projects that can make such a difference to the lives of local people. The BIG Bolton Fund is not run by Bolton Council.

Examples of areas that might be covered include:

- Improving health
- supporting vulnerable people
- children's projects
- environmental schemes.

Making your contribution to the BIG Bolton Fund is easy

You can make a one-off donation or ask your employer to allow you to make a gift every month (or week) through Payroll Giving (using the attached form). And because your donation is taken direct from your wage before tax, you effectively pay just £3.90 for every £5 you donate!

What is Payroll Giving?

Payroll Giving is a scheme that enables you to give to any UK charity straight from your gross salary (before tax is deducted), and to receive immediate tax relief of up to £4 for every £10 donated.

Employee pledges:	Cost to standard rate taxpayer:	Cost to higher rate taxpayer
£5.00 per month	£3.90	£3.00
£8.00 per month	£6.24	£4.80
£10.00 per month	£7.80	£6.00
£15.00 per month	£11.70	£9.00

Why give through the payroll?

Payroll Giving is an easy, tax-effective way to give, so it costs you less to give more. Payroll donations are great for the good causes you care about, providing charities with the regular, reliable income stream that enables them to plan and budget for the future. Another important factor is that they don't have to spend money on raising money if they can depend upon your gift being received automatically.

What do I need to do?

Providing that your employer offers Payroll Giving it could not be simpler. You complete the form attached to this leaflet. Your employer will forward your completed form to the Payroll Giving Agency (PGA) and deduct from your pre-tax salary the total amount you want to give. Your donation is forwarded monthly to the PGA and they then distribute the gift each month to the BIG Bolton Fund.

What does my employer need to do?

If your employer does not already have a Payroll Giving scheme in place, don't worry – it's quick and easy to set up. Employers simply need to sign a contract with a Payroll Giving Agency – this is a legal requirement and provides an audit trail for HM Revenue and Customs (HMRC) because you are getting tax relief on your gift.

To find out more, visit the BIG Bolton Fund website at www.theBIGboltonfund.org.uk and download the employers' pack.

How does my donation reach The BIG Bolton Fund?

Your payroll department sends your total donation to Her Majesty's Revenue and Customs (HMRC) approved Payroll Giving Agency which forwards your gift on to the BIG Bolton Fund every month.

What does the BIG Bolton Fund do with my money?

Because the BIG Bolton Fund is administered by Bolton Community and Voluntary Services (Registered Charity number 1003123) it can claim tax relief on your money (between £3-£4 for every £7 donated before tax). This money all goes into the BIG Bolton Fund pot and the interest is used to offer grants to local groups that are working hard to improve lives and make a difference to local people.

So you don't spend my money?

No, your donation will go on working for local people in Bolton for many years after it has been donated.

Can I stop giving?

Payroll Giving is a voluntary donation and you can stop at any time. Simply tell your employer's payroll department.

Can my donations be refunded?

No, once your gift has been deducted from pre-taxed income it **MUST** go to a charity.

Can I change the amount I give?

Yes, although to keep administration costs down your employer may limit the number of times you can change the amount of your donation to once or twice a year.

What will my money be used for?

Your money will be used to fund local activities run by and for local people in Bolton. Examples of previous grants include money for special adaptations to bicycles for severely disabled children; grants to help people carers to get a short break from caring and money to help children who have problems with reading.

For more information on the BIG Bolton Fund, visit www.thebigboltonfund.org.uk.

The BIG Bolton Fund payroll giving donation form

Please complete this form in block capitals

Title Mrs/Mr/Miss/Ms/Other (delete as appropriate)

Last Name

Forenames

Address

Postcode

Tel. No.

Work No.

N.I. Number (if known)

Employee/Staff No

Employer's Name

Department:

Age (please tick box)

16-25

26-35

36-45

46-55

56+

Name & address of the charity you wish to support:

The BIG Bolton Fund, The Bolton Hub, Bold Street, Bolton BL1 1LS

How much do you wish to give?

£ : p per month/week or other (please specify)

Are you an existing payroll giver: YES/NO

Alternatively, you may wish to make a one off donation. If so, please fill in the following details or contact the BIG Bolton Fund direct on 01204 546014.

I wish to make a donation of: £ : p to the BIG Bolton Fund.

I enclose a cheque/Postal Order made payable to the BIG Bolton Fund.

Signed Date

I authorise my employer to inform the BIG Bolton Fund of any change of address

The data supplied on this form will be used to enable your donation to reach your chosen charity/charities. In order that your instructions can be acted on, your details will be passed to the HMRC registered Agency, with whom your employer has contracted, who will forward your donation to the BIG Bolton Fund who may send you a thank you letter acknowledging your donation and occasional information about how the money has been spent.

If you do not wish to receive acknowledgement from your charity and only wish to be contacted in the event of a specific query needed to resolve the processing of your data for the purposes of these instructions, please tick here.

Your name and address will not be passed to any other organisation by the BIG Bolton Fund.

Thank you!

The BIG Bolton Fund is administered by Bolton Community and Voluntary Services. Bolton CVS is a Company Limited by Guarantee No 2615057. Registered Charity No 1003123.

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