*Please print and sign this agreement and either scan/take a photograph and send by email or send to MK Community Foundation, Acorn House, 381 Midsummer Boulevard, Milton Keynes, MK9 3HP*

**Eligibility**

* The Charity Car Draw is open to all voluntary organisations, community groups and charities working within the Milton Keynes Unitary Authority that fulfil the basic criteria for our other grant-making programmes. This can be found on our website [here](https://www.mkcommunityfoundation.co.uk/media/4k5fbdwj/grants_policy_2020_-_2021_13-05-21_pdf.pdf).
* To be eligible, the group’s representatives must agree to abide by the rules of the Charity Car Draw, as described in this document.

The group’s representatives must agree that they have read and understood, and will abide by, the legal responsibilities laid down in this agreement.

The Car Draw is for the benefit of Not for Profit groups, checks will be made to ensure that your groups fulfils this criteria.

***We will need to see a copy of your groups bank statement issued within 3 months of the application date in order to authorise your groups eligibility.***

**Allocation of proceeds**

Registered groups will keep 50% of their ticket sales (50p per £1 ticket). The remaining balance will go towards the costs of putting on the draw, with any surplus supporting MK Community Foundation’s grant making, which supports a wide range of community groups and charities in Milton Keynes.

**Tickets**

Ticket sales will be via a website hosted by Sterling Lotteries, and/or you can collect books of physical tickets from the MK Community Foundation office.

Please circle the number of tickets your group would like to collect:

250 / 500 / 750 / 1000 / 1500

Groups can request additional tickets throughout the raffle.If you need to collect more, you must arrange a date and time for collection. No additional tickets will be given after Friday 7th October 2022.

The signatures of your Chairperson, Treasurer, and one other member of your organisation at the end of this agreement will be taken to demonstrate that these people assume responsibility for any and all tickets allocated to your group.

People will also be able to enter the draw for free by post. Details of this will be shown on the raffle website.

**Collecting tickets**

Your named contact will be able to collect your tickets during pre-booked time slots. These dates/times will be communicated to you at a later date.

Tickets must be collected in person and signed for. We cannot give tickets to anyone other than the named main contact in this agreement, unless otherwise arranged with the MK Community Foundation team. Please get in touch if someone other than your main contact will be collecting tickets at any point.

**Car Draw Rules:**

* Do not sell tickets to anyone under the age of 16. We advise that you should ask for a valid form of ID if in doubt.
* Tickets must not be sold to any person unable to make an informed decision about purchasing a ticket due to mental health problems, learning disabilities or substance abuse.
* Tickets cannot be sold in the street. For the purpose of this raffle, this includes walkways in the shopping centre outside of the designated display area.
* By law you must be vigilant to prevent money laundering and to combat the financing of crime and terrorism. Should you have any concerns please notify any member of staff at the MK Community Foundation who will then inform Sterling Lotteries.

**Selling tickets**

* Tickets can be sold from 1st August 2022, until the date of Sunday 16th October 2022. You must then return all tickets by Friday 21st October 2022. We strongly recommend you return everything before this date.
* Tickets can be sold anywhere in the UK. Groups must have the permission of the proprietor/owner of the premises where they are selling, and cannot sell in the street.
* All money from ticket sales must be banked with the MK Community Foundation using the paying in slips provided, or brought to the MK Community Foundation office at a prearranged time. Proceeds from the draw are reconciled and divided by MK Community Foundation after the draw closes.
* All ticket counterfoils must be completed in full. Counterfoils that are blank or incomplete will be considered void. If a group returns a significant number of void tickets, this will need to be investigated and may lead to further sanctions.
* When selling tickets, groups must promote the organisation registered to take part in the car draw only.
* Once confirmed onto the draw you will be sent a link where you can book available locations and timeslots to sell tickets, should you wish to sell tickets at the car. More details on the associated guidelines will be communicated at a later date.

**Banking of Monies**

Each group must either bank all money into the MK Community Foundation account at HSBC or the Post Office (the Post Office will accept payments up to £2,000) using the paying-in slips provided **or** bring the money to the MK Community Foundation at a pre-arranged time and we will count it together. If paying into the bank it is essential that you use the paying in slips provided so we can recognise which group is paying in. Paying in at regular intervals will help make sure money does not get lost and minimises the amount of Charity Car Draw-related cash on the ticket seller’s premises. Please make sure all monies have been paid/brought in by Friday 21st October 2022.

Once the money is banked and unsold tickets have been returned, we will calculate each group’s total and distribute the money raised.

**Return of Tickets/Stubs:**

All ticket stubs (counterfoils) must be returned **in serial number order** **to Sterling Lotteries**, along with the completed Ticket Return Sheet (provided) by Friday 21st October 2022. The address to send the tickets to is:

Sterling Management Centre Ltd

Furness Gate

Furness Business Park

Barrow-in-Furness

Cumbria

LA14 2PE

We would advise that you send the tickets using recorded delivery.

Groups will be deducted 50p for each lost ticket or missing ticket stub, so it’s important to hold on to them. Keep a record of anyone selling tickets for your group, how many tickets you have allocated to them, and which serial numbers they have using the ticket distribution sheet provided.

If there is a significant discrepancy between what was given out and what was returned we will investigate further. This is taken very seriously. We will always contact you directly in the first instance, but we may need to escalate and report the discrepancy to the Police as necessary. MK Community Foundation may choose to disqualify the organisation and individuals associated with it, meaning they would no longer be eligible for any of our grants or fundraising programmes.

**PLEASE COMPLETE THE FOLLOWING INFORMATION CAREFULLY IN ORDER TO REGISTER FOR THIS YEARS CHARITY CAR RAFFLE.**

**ALL AGREEMENTS AND SUPPORTING DOCUMENTS WILL BE CHECKED BY THE PHILANTHROPY TEAM AND PLACES IN THE DRAW WILL BE CONFIRMED WITH THE MAIN CONTACT OF YOUR ORGANISATION.**

**\*Organisation Name:**

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **\*Important**: Before your group can participate in the Charity Car Draw, we need to collect the following documents. Please supply them as soon as possible. Thank you. | | 🞏 Recent bank statement or copy of financial accounts | |

|  |  |
| --- | --- |
| **\*Charity Car Draw Main Contact’s Details** | |
| **Main Contact Name (block capitals):** | **Signature:** |
| **Main Contact Phone Number:** | **Main Contact’s Email (block capitals):** |
| **Main Contact’s Postal Address** (block capitals): | |
| **Organisations payment details**  Account Name:  Account Number:  Sort Code: | |
| **Organisations social media handles:**  Facebook Twitter Instagram | |
| **About your organisation (please provide 2-3 sentences which can be used on the Car Draw website. You could include a bit about your organisation, as well as how you will spend the money raised):** | |
| \*Declaration *By signing this agreement, you agree to abide by all of the terms and conditions as outlined in the Charity Car Draw Agreement, including; eligibility requirements; rules of ticket selling and ticket returns; permission to liaise with your group to promote the Charity Car Draw for publicity and marketing purposes; agreeing that monies raised will not be used towards personal gain but for the benefit of the organisation’s work in the community. Additionally, your signatures give permission for MK Community Foundation to contact you on behalf of your organisation in relation to this year’s Charity Car Draw, including draw administration, registration events, draw events, and presentation events. If you wish to update your personal contact preferences to find out more about our other work, you can do so via our website.* | | |
| Signature Print name Date | | |

If you need any assistance with this Agreement or have any questions please contact   
01908 690276 or email [charitycarraffle@mkcommunityfoundation.co.uk](mailto:charitycarraffle@mkcommunityfoundation.co.uk)

Please ensure that you sign and return the agreement along with a copy of your groups bank statement by **5pm 15th July 2022.**

If you don’t have access to a printer please let us know and we can send a copy of the form to you in the post.