

# How do I run a sponsored event and claim Gift Aid?

Whatever kind of sponsored event people take part in to raise money for your charity, there is one important principle to remember: it is not the participant who is the donor. The people who sponsor the participant are the donors and these are the people entitled to use Gift Aid to increase the value of the amount they pledge as sponsor money. The rules and requirements are the same as for any other gift of money (see Help sheet 1).

**Toolkit tip:** You can use the model sponsorship form in the toolkit.

## **Sponsors who want to Gift Aid their donation must complete a Gift Aid declaration**

Every sponsor who wishes to make a donation using Gift Aid must make a Gift Aid declaration. This can be done by ticking the box on the right-hand side of the sponsorship form. For the declaration to be valid, the sponsor must complete all the other columns in full.

You should take care that sponsors write their full name and not just, for example, 'Auntie Sue'. Their full name and home address are required so that HMRC can identify them (see Help sheet 2).

## **Does your event provide a benefit to the participants?**

Some charities organise adventure events to raise money. The participant pays a small fee to take part and makes a commitment to raise a minimum amount of sponsorship money. Please note that there are special rules for claiming Gift Aid on such events (see Help sheet 4).

## **How do I fill in the Gift Aid claim form?**

For donations raised through sponsored events you don't have to enter every individual sponsor on to your Gift Aid schedule – it is acceptable to enter the name of the participant and the total of the Gift Aid donations on their sponsorship form. You must, however, keep the sponsorship forms that show all the individual sponsors with your other Gift Aid records. (See Help sheet 10).

Download the sponsorship and Gift Aid declaration form from the [HMRC website](#)

