

### Handout 1: Sources of information

#### HM Revenue & Customs

- [<http://www.hmrc.gov.uk/charities/giftaid-charities/how.htm>] Information on Gift Aid, payroll giving and tax issues related to giving

#### Arts & Business South East

Brighton Office, 4 Frederick Terrace, Frederick Place, Brighton BN1 1AX. Tel: 01273 738333. Email: [south.east@aandb.org.uk](mailto:south.east@aandb.org.uk)

- [[http://www.aandb.org.uk/Asp/uploadedFiles/File/individual\\_%20giving\\_%20manual.pdf](http://www.aandb.org.uk/Asp/uploadedFiles/File/individual_%20giving_%20manual.pdf)] Arts & Business Individual Giving Manual, very helpful guide to why individual's give to the cultural sector including the involvement of the Board and making appropriate approaches to gain close involvement with those who might give to your institution
- [<http://www.aandb.org.uk/render.aspx?siteID=1&navIDs=1,4,30,501>] Arts & Business South East Development Forum – a means of meeting others working on fundraising strategy and networking with local businesses interested in supporting cultural activity
- [<http://www.aandb.org.uk/render.aspx?siteID=1&navIDs=1,4,30,528>] Information on Arts & Business's diagnostic service, skills bank and board bank, all of which help a museum's interaction with business

#### MLA South East

- [<http://www.mlasoutheast.org.uk/whatwedo/funding/>] information on the range of activities
- [<http://www.mlasoutheast.org.uk/whatwedo/funding/database/>] a free grants database to enable museums, libraries and archives in the South East to identify funding opportunities
- [<http://www.mlasoutheast.org.uk/museums/museumdevelopmentservices/kent/>] Museum Development Grants – Kent and Medway

#### Kent County Council

- [<http://www.open4community.info/kent/Default.aspx>] a community support funding website for the Kent area with search facilities to trust, lottery, local, regional and national funding sources; also contains links to *Inside Track* for funding news in the region – available through a simple registration process
- [<http://www.kent.gov.uk/publications/council-and-democracy/ex-funding-factsheets.htm>] this link provides factsheets prepared by the Council's External Funding Unit on project planning; example of an application form; bid writing; and preparing a budget

#### Directory of Social Change

24 Stephenson Way, London NW1 2DP. Tel: 08450 777707. Email: [books@dsc.org.uk](mailto:books@dsc.org.uk)

- [<http://www.dsc.org.uk/acatalog/Fundraising.html>] general information on the Directory of Social Change's fundraising publications from directories to handbooks

Note: The information contained in this handout was checked against publicly available information, but individual research must be undertaken to check website links and publication availability.

- [[http://www.dsc.org.uk/acatalog/Grant\\_making\\_Trusts.html#a10](http://www.dsc.org.uk/acatalog/Grant_making_Trusts.html#a10)] A Guide to the Major Trusts 2005/6 Tom Traynor and Alan French, covers the top 400 trusts in depth
- [[http://www.dsc.org.uk/acatalog/Grant\\_making\\_Trusts.html#a28](http://www.dsc.org.uk/acatalog/Grant_making_Trusts.html#a28)] The Directory of Grant Making Trusts 2005/6 published in association with the Charities Aid Foundation (CAF) lists over 2,500 trusts
- [[http://www.dsc.org.uk/acatalog/Grant\\_making\\_Trusts.html#a28](http://www.dsc.org.uk/acatalog/Grant_making_Trusts.html#a28)] The Grant Making Trusts CD-ROM 2006 – searchable CD Rom, but lacking detail so needs to be used in conjunction with Internet searching
- [[http://www.dsc.org.uk/acatalog/Grant\\_making\\_Trusts.html#a28](http://www.dsc.org.uk/acatalog/Grant_making_Trusts.html#a28)] A Guide to Local Trusts in the South East of England, 2006/7, Gemma Lynch, includes a section on charitable giving in Kent
- [[http://www.dsc.org.uk/acatalog/copy\\_of\\_General.html](http://www.dsc.org.uk/acatalog/copy_of_General.html)] The Complete Fundraising Handbook, New Edition, Nina Botting Herbst and Michael Norton
- [[http://www.dsc.org.uk/acatalog/copy\\_of\\_General.html](http://www.dsc.org.uk/acatalog/copy_of_General.html)] Writing Better Fundraising Applications, Mike Eastwood & Michael Norton, 3<sup>rd</sup> Edition – really good, practical guide to application making

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