Winnovators fundraising guide

Planning and logistics

This guide will give the insights you need to use your seed fund in the most productive way.

Remember, if your team has excellent Solve, Fund, and Learn submissions, you'll be in the running for the Overall Winnovators Winner.

The Five Ws

What are you going to do? Be unique and make your team stand out.

Where is your event going to be?

When is it? Give yourself a realistic time frame to train, plan and promote. Check the calendar for public, school, and religious holidays.

Who is going to donate? Think about how to reach the right people at the right time.

Who is going to do what on the day?

Step 1: Have a watertight budget

- Consider all the potential costs, including hidden and contingency costs.

- Secure corporate sponsorship.

- Include additional fundraising opportunities at your event: entrance fees, raffles, auctions, sale of refreshments, quizzes.

Step 2: Shout about it!

- Promote your team and events to your colleagues through any possible channels internally and other social media.

- Be sure to check in with your company first before engaging in this.

- Remember to use **#Winnovators**

- Check out the downloadable resources and press release examples.

- Remember: always check your company is happy with you promoting your team and event to a mass public audience.

WaterAid

Health, safety and public liability insurance
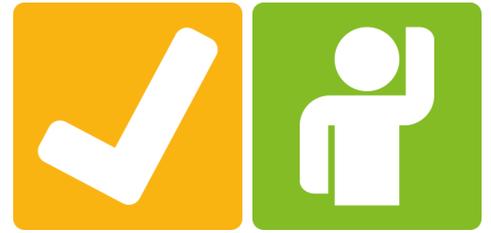
Step 3: Be responsible

When organising your event you must consider:

- Risk assessments

- First aid

- Security and cash handling

- Food safety and hygiene

- Accessibility for people with disabilities

- Safeguarding of children and vulnerable adults

WaterAid has public liability insurance in the UK and Australia.

If you're planning events elsewhere, then you must seek your own insurance and liaise with your company health and safety team to ensure you're working within the realms of your company's liability.

Winnovators events in Australia, hosted on behalf of and in aid of WaterAid, are generally – but not automatically – covered under WaterAid's UK / Australia public liability insurance policy.

There are some exceptions, depending on the nature of the event and perceived risk levels.

As such, when planning for your event you must consider the insurance implications as early as possible to ensure you have appropriate cover in place by the time of event.

Where a WaterAid employee and/or representative sits on a water company or third party events committee, the WaterAid employee and/or representative has the following responsibilities:

1. To ensure appropriate risk assessments are carried out (appropriate to the type of event planned/taking place).

2. If the event has fewer than 200 participants and does not involve a higher risk activity (see next slide), then it is covered under WaterAid's Public Liability policy.

3. Any event likely to involve 200+ participants/volunteers combined must be referred to the Winnovators team with copies of the event details and risk assessments – for prior approval.

Higher risk activities

Any event involving the following higher risk activities must be referred to the Winnovators team at WaterAid, together with copies of the risk assessments and event details.

These activities are excluded from the WaterAid UK/Australia Public Liability Insurance:

- Activities at speeds exceeding 10mph
- Activities in/on water
- Activities taking place more than 5 metres above the ground
- Aerial activities
- Archery
- Assault/obstacle courses
- Bungee jumping
- Bobsleigh runs (use of)
- Caving
- Contact sports

Should your event require referral to our insurance brokers, you must submit full details to auswinnovators@wateraid.org.au at least four weeks prior to the event date.

- Cycling
- Horse riding/other equestrian activities
- Ice skating
- Kite surfing
- Land yachting
- Mountaineering/rock climbing
- Paintballing
- Paragliding/parasailing
- Potholing
- Shooting
- Skiing activities
- Tug of war
- Wind surfing

Good luck! And remember you can always contact us on auswinnovators@wateraid.org.au —we're here to help.

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