



# VINTAGE VIBES

GOOD COMPANY NEVER GETS OLD



## FAQs

### EDINBURGH EVENTS CHALLENGE

**In Partnership with Vintage Vibes and Edinburgh Students' Charities Appeal**

#### Why the Edinburgh Events Challenge is perfect for you!

Are you someone with a quirky idea for a fantastic event? Is your head filled with ideas that you want to make a reality? Do you want to find a meaningful way to give back and have fun? Then the Edinburgh Events Challenge is right up your alley!

Vintage Vibes and Edinburgh Students' Charities Appeal (ESCA) will provide you with a wealth of events expertise, a starting budget of £150 (or potentially £500!) and copious cups of tea to help you turn your events dream into a reality!

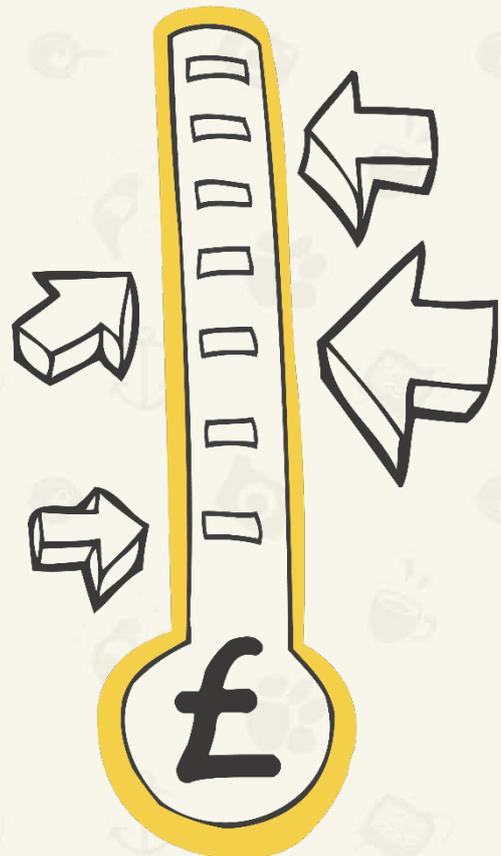
All you have to do is accept our challenge to turn your budget into as much money as possible to go towards tackling loneliness in Edinburgh's over 60s\*.

*\*All funds raised will go to Vintage Vibes, a charitable partnership tackling loneliness in Edinburgh through friendship.*

#### How can you put the FUN in FUNdraising?

Here's just a few ideas to get you going...

- *Vintage Fashion Show* - A stylish spectacular showcasing the best fashion from the past fifty years! (but don't worry, your event doesn't have to be vintage themed!)
- *Knitathon* - Test out your crafty endurance by knitting 100 woolly hats, creating a giant scarf or by completing a sponsored 24 hour knitting marathon!
- *Edinburgh Cuppa Crawl* - Enjoy multiple cups of everyone's favourite brew while exploring Edinburgh's finest tea establishments.
- *Comedy Extravaganza* - Host a laughter-filled evening the funniest people you know!
- *Marvelous Musical Medley* - Treat your friends, family and co-workers to a selection of performances from swing bands, vintage tribute acts and even yourself if you are feeling brave!





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## IMPORTANT INFORMATION

### What is the application process?

We're pleased you asked! *You need to submit an application with your event idea by 12noon on Monday 23rd October.*

We will shortlist the applications down to the final groups/individuals, which will be announced on Thursday 2<sup>nd</sup> November.

If selected, you will have four months to plan and hold your event. Your aim is to 1) have fun and 2) fundraise as much as you can to tackle loneliness in older people in Edinburgh.

All funds have to be collected by Monday 5<sup>th</sup> March. The event team that has raised the most will win £150 prize money and the Edinburgh Events Champion 2017-2018 Award.

There will be a celebratory event to announce the winners and celebrate all your fantastic events!

### Will I be working alone or is there support?

You can run your event alone, or as a group. The best way to run a successful fundraising event is to create your own team of passionate people to support you.

As well as your fantastic friends, family and furry companions, you would have access to the entire Vintage Vibes team and ESCA and their diverse range of experiences and interests. There will be an introductory meeting and catch up meetings at our HQ as well as lots of motivational emails and tips.

### What is the budget?

We will provide shortlisted applicants with a budget of £150 to run your fabulous event. However, any applicants who are students at any university in Edinburgh can also apply for up to an **additional** £350 budget from ESCA (limited grants available) - giving you a whopping £500 to make your event a success!

### Is there a target for the fundraising?

As Vintage Vibes is a charitable partnership doing amazing work, so although you won't have a specific target, we would like to raise as much money to help our lovely lonely over 60s as possible. As an idea, for anyone given a £150 budget, the aim is to raise at least £500 per project/event, but we think you can probably raise a lot more with your amazing ideas! For anyone given a joint budget of £500 by ESCA and Vintage Vibes, the aim is to raise at least £1,500 per project/event.

### What happens if I don't reach £500?

If you don't reach £500/£1,500 then not to worry, we're still really proud of you for trying! However, if your event raises less than your original budget (which we doubt it will, given our faith in your amazing talents!) we would appreciate the budget money being donated back to our charity.

### Are there any marketing requirements for the Edinburgh Events Challenge?

We would love for you to spread the word about your event as much as possible across your social media feeds, emails and around your local area.

Make sure to mention that you are doing your event for a local good cause wherever you can. Feel free to use our lovely range of logos, texts and our fabulous motto! If you're printing posters and flyers, make sure Georgia in our office has a wee look before going to print.

We also have a great range of fabulous materials for you to use at your event, including stickers, bunting and t-shirts. You'll get a fundraising kit and set of brand guidelines if your event is shortlisted.





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## RESTRICTIONS

### Does my fundraising event need to be in Edinburgh?

We would love for your fantastic events to take place in Edinburgh. But, if you have a brilliant brainwave for a different location then feel free to get in touch.

### Are there any restrictions on how to spend the money?

The budget is available to be spent on things like delicious food, exciting event spaces, performances and promotional materials. If you would like to spend part of your budget on alcohol, then please ask first. Sadly, the budget can't be spent on paying you or your team, but can include things like travel expenses.

You'll have to submit a rough budget as part of your application and if we notice anything we can't fund then we'll get in touch to chat to you about it.

When planning your budget, remember to tell people that you're running your event for charity – you'll be amazed how many people and businesses will give you a discount (or offer their services for free!) when they realise you're doing it for a local cause.

### Are there any restrictions on who is allowed to apply for funding? Are pre-existing Vintage Vibes volunteers allowed to apply for funding?

Anyone is able to take part, whether you have volunteered for Vintage Vibes before or not!

### Is there a minimum age?

You must be 18 or over to apply.

### Are organizations allowed to apply?

We encourage any active Edinburgh community groups, societies or organizations to apply, however any proceeds made from the Events Challenge will go to Vintage Vibes.

### Am I allowed to partner up with other charities?

Vintage Vibes love to collaborate with like-minded charities. If you have a charity in mind who would be a match made in heaven for us then please do get in touch and we can discuss how this would work.

### Can I get involved with an existing event?

Of course! For example if you would like to use your funding to get involved with an Edinburgh RAG event or an existing festival then we will fully support your extra charitable mood!





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## ALL THINGS FINANCE

### How is the £150 budget paid?

The budget will be paid directly into the individual or group leader's bank account in three segments.

The first two segments will be paid at the beginning and middle of your event preparations. The final will be paid just before your event is due to take place. However, if you anticipate needing a large chunk of the money at the start then we can find alternative solutions!

To help you get the most out of our funding budget, you will be asked to sign a (non-scary!) contract.

### Who is the money given to?

The money is given to either an individual applicant or paid directly into an organization's bank account.

### How would I donate the money we raise to Vintage Vibes?

The money you have raised can be donated to us in five ways:

1. **CASH:** We will give you fundraising buckets and collection cans, so if you are collecting all your funds in cash simply bring your full bucket to us and we'll count it up for you.
2. **POST:** Send a cheque (with your name and address) which is payable to our lead charity LifeCare to the following address: Vintage Vibes, 2 Cheyne Street, Edinburgh, EH4 1JB.
3. **TELEPHONE:** Call 0131 343 0958 to pay over the phone
4. **ONLINE:** Online donations can be paid through the following link on our website - [www.vintagevibes.org.uk/donate](http://www.vintagevibes.org.uk/donate).
5. **A FANTASTIC FUNDRAISING PAGE:** Whether it's creating an EventBrite page for people to buy tickets for your event, or a fantastic fundraising page that's tailored to your idea, we can help you create funky fundraising pages where people can pay online and the money will go straight to Vintage Vibes - it's easy peasy!

## GET IN TOUCH

If you have any further enquiries about the Edinburgh Events Challenge, please do not hesitate to get in contact with Georgia by emailing [georgia@vintagevibes.org.uk](mailto:georgia@vintagevibes.org.uk) or telephoning 0131 343 0958.

**Good luck!**

