

# **Becoming a Good Cause - Frequently Asked Questions**

### Q: What organisations can sign up?

**A:** Most community groups or charities operating within Havant Borough can apply. (see our Eligibility Criteria for details)

### Q: What information will I need to sign up?

**A:** We'll need your organisation's name, key contact and role, address, telephone number and email. We will also need you to confirm your eligibility. We'll also need your bank details and a logo for your organisation to include on the specific marketing materials we'll create for you.

#### Q: What materials do you provide to help me promote my lottery?

**A:** We provide your good cause with its own tailored communication materials. These will be professionally prepared PDFs which can be attached to e-mails that are sent out to your community. Our materials can also be printed and posted around the local area. We also provide you with your own dedicated webpages on the www.havantlottery.co.uk website for your supporters to sign up, check results and see how much money is being raised.

#### Q: How do winners find out that they've won?

**A:** Every week, all winners will be advised by e-mail. The winning number will also be published on our website, Facebook and Twitter each week following the draw.

### Q: How do we receive our share of ticket sales?

**A:** Your funds will be transferred directly into your bank account every month.

#### Q: Who deals with any questions my supporters have?

**A:** We do. We have a dedicated support number (023 9319 0033) that deals directly with any queries your supporters have as well as our support email address.

### Q: Can someone still play if they are not online?

**A:** Yes. Players can call the dedicated Havant Community Lottery number to register and set up payments.





#### Q: How do I know how well my fundraising is doing?

**A:** Every week we send you an update which provides you with all the details. It tells you how many supporters have chosen to direct their support to you, who they are, how many tickets are being sold each week, how much money has been raised etc. There is also a dashboard on the site which you can access to view real time statistics on your campaign.

#### Q: What administration do we need to do?

**A:** None! All you need to do is promote your Havant Community Lottery page. The more support you get, the more funds you will raise.

## Q: If my good cause gets 50p per entry, where does the other 50p go?

**A:** 10p is used to support other good causes within the borough through a Small Grants pot. 20p goes to prizes and the remaining 20p is paid to Gatherwell for administration of the lottery and to pay VAT. Havant Borough Council are working with Gatherwell, an external lottery management company to oversee the administration of the Lottery. HBC receive no funding from the Havant Community Lottery.

### Q: Can supporters use Gift Aid on the ticket price?

**A:** Unfortunately you cannot claim Gift Aid on lottery ticket purchases.

### Q: Are supporter's details safe?

**A:** Absolutely. We take the utmost care of all user data. The site itself is secured on ALL pages (not just the payment ones). All user data is stored safely and not passed to any third parties.

#### Q: What's the catch?

**A:** There isn't one. All you need to do is market your page to your community. The more you promote, the more tickets you will sell, the more money you will raise. Havant Borough Council will raise general awareness about the Havant Community Lottery but it's up to you to make sure people joining choose your cause.

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