

5 Gift Aid Tips for Beginners



Gift Aid
Awareness Day

03 October 2024

You can claim back 25p every time an individual donates £1 to your charity or community amateur sports club (CASC). This is called Gift Aid.

Our Business Support Lead, Karen, shares her top tips for anyone wanting to find out more about whether Gift Aid is 'right' for their group/organisation.

1. Check if you're eligible

To be eligible for Gift Aid, your organisation must be recognised as a charity or Community Amateur Sports Club (CASC) by HMRC.

 www.gov.uk/claim-gift-aid

2. Register for HMRC recognition

If you meet HMRC's eligibility criteria, you will need to register online and be recognised to claim Gift Aid for tax relief purposes, via the HMRC website.

www.gov.uk/charities-and-tax/get-recognition 

3. Keep updated about the donor process

Gift Aid applies to donations received from individuals only (corporate donations don't qualify) and the donor must complete a Gift Aid Declaration.

 [Sample Gift Aid Declaration Form](#)

4. Understand what Gift Aid can be claimed on

There are some special rules about what Gift Aid can be claimed on. You'll need to understand what can and cannot be claimed from HMRC.

www.gov.uk/claim-gift-aid/what-you-can-claim-it-on 

5. Keep your records accurate & up-to-date

Gift Aid declarations must be kept for six years from the date of the last declaration claimed on the return.

Important Note

If your organisation is claiming under £2,000 per tax year (after April 2016) and is claiming Gift Aid on individual donations of £30 or under, you could be eligible for the Gift Aid Small Donations Scheme (GASDS), which doesn't require a Gift Aid declaration to be completed.

 www.gov.uk/claim-gift-aid/small-donations-scheme