**How to give to Horsforth Chaplaincy Project**

**Horsforth Chaplaincy Project** has a team of three part time workers, employing Duncan Stow, Rhoda Wu and Laura Schubert (Laura holds a time-limited role mostly funded by a grant) . We rely heavily on donations from individuals who very kindly provide roughly 80 % of our core income, but also on contributions from churches and grants. **If you would like to** **support the work** of the project in Horsforth by giving financially you can set up a **one-off payment** or **a standing order** using online banking, or by sending a cheque or by using the manual standing order form below. Thank you!

**Using Online Banking:**

1. Please set up a payment with the REFERENCE: HORSFORTH, using these bank details:
Payee Name: Leeds Christian Community Trust (LCCT) Account no: 20129563 Sort code : 60-83-01
2. Please email Duncan at duncan@horsforthchaplaincy.org and we can send a Gift Aid form if relevant.

**Using this Manual Form:**

a) First fill in box 1 b) Complete the relevant box 2 or 3 c) Go to Box 4 and Tick the Gift Aid Declaration if relevant

**BOX 1. Your Details:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOX 2. One-off gift by cheque: *IMPORTANT NOTE:*** *Please make cheques payable to* ***LCCT***

**Please find enclosed a cheque for my gift of £\_\_\_\_\_\_\_\_\_\_\_** Now go to BOX 4 for Gift Aid if relevant.

**BOX 3. To set up a regular monthly gift:**

 **I would like to set up a regular donation of £\_\_\_\_\_\_\_ towards the work of LCCT - Horsforth Chaplaincy Project:**

*BANK STANDING ORDER FORM (Please complete all this form to make a regular gift from your account):*

*Title Ms / Mr / Mrs / Dr / Rev / Other \_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name of your bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address of bank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Your account name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sort code: \_\_\_\_\_\_\_\_\_\_\_\_*

*Please pay: Leeds Christian Community Trust Account number: 20129563 Sort code: 60-83-01*

*Address: Unity Trust Bank Plc, Four Brindley Place, Birmingham B1 2JB*

*The sum of £ \_\_\_\_\_\_\_\_\_ every month commencing on the \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 20\_\_\_*

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date signed \_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_*

**BOX 4. GIFT AID:** Boost your donation by 25p of Gift Aid for every £1 you donate
(You must tick this box, thanks)  I want to gift Aid my donation of £\_\_\_\_\_\_ to LCCT (Horsforth Chaplaincy Project)
I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

*Please send this form to: Duncan Stow, 5 The Grove, Horsforth, Leeds, LS18 4BB*

*or direct to LCCT, St Michaels Hall, 11 Bennett Road, Headingley, LS6 3HN.*

***OR*** *scan it and send electronically to* *duncan@horsforthchaplaincy.org*