

# Island Farm Donkey Sanctuary Memorial plaque application form



## **Applicant:**

FULL NAME .....

ADDRESS.....

.....POSTCODE.....

TELEPHONE (HOME).....(MOBILE).....

E-MAIL.....

Memorial plaques are made of gold perspex with a black inlay and measure 6" x 4" (the size of a standard photograph), with 4 screw holes, one in each corner. You may have up to 4 lines of text, with no limit on the number of characters.

*Please note:* The more you write including punctuation, the smaller the text will be and also the use of the word 'and' may be substituted for an ampersand (&), if you write too many characters.

## **Text required on plaque:**

Please write CLEARLY and CONCISELY the wording you require on each line, including upper and lower case and punctuation.

Line 1.....

Line 2.....

Line 3.....

Line 4.....

Once your plaque arrives at the Sanctuary, we'll contact you when it has been placed on our memorial wall.

# Island Farm Donkey Sanctuary Memorial plaque application form

**Cost:**

The cost of placing a plaque on our memorial wall is a minimum donation of £100. This can be paid by a direct bank transfer, cash or cheque (made payable to Island Farm Donkey Sanctuary). If sending by post, please send your completed application form and cheque to Island Farm Donkey Sanctuary, Old Didcot Road, Brightwell cum Sotwell, Wallingford, Oxfordshire OX10 0SW. Alternatively you can download this form from our website and send it via e-mail to [mail@donkeyrescue.org.uk](mailto:mail@donkeyrescue.org.uk).

**Applicant:**

I agree to pay a donation of .....and would like to pay by a direct bank transfer/cash or cheque (please indicate).

**BACS details:**

Bank: CAF Bank  
Sort Code: 40-52-40  
Account No: 00007341

**Signature**..... **Date**.....

*Please note:* The Sanctuary reserve the right to refuse an application they deem unsuitable.

**Office Use only:**

Amount paid:.....Date:.....By: BACS/Cash/Cheque (Please indicate)

Date of application.....Date plaque ordered.....

Date plaque received:.....

Date placed on memorial wall:.....

Date applicant informed:.....



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Memorial plaque application form**

**Gift Aid declaration**

– for past, present and future donations

Please treat as Gift Aid donations all qualifying gifts of money made:

today     in the past 4 years     in the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that I donate to Island Farm Donkey Sanctuary will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I have given.

**Donor's details:**

Title: .....First name or initial(s):.....

Surname:.....

Full home address:.....

.....Postcode:.....

Signature: ..... Date:.....

**Please notify Island Farm Donkey Sanctuary if you:**

- Want to cancel this declaration **or**
- Change your name or home address **or**
- No longer pay sufficient tax on your income and/or capital gains.

*Please note:* If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.