



Masonic
Charitable Foundation

For Freemasons, for families, for everyone



Charity Stewards' Guide



Middlesex**31** Festival

Relief Chest No: MIDDX**2031**

Regular donation by Direct Debit:

Important information - The regular donations into the Middlesex31 Festival are managed via the Middlesex Continuous Giving scheme. Relief Chest number **4EVERMIDDX**

Middlesex31 Festival
 Regular & Single Donation Form
 Set up a Regular Donation into the Middlesex 2021 Festival
 via Forever Middlesex Continuous Giving Scheme Relief Chest No. **4EVERMIDDX**
 Relief Chest Scheme Masonic Charitable Foundation | 60 Great Queen Street | London | WC3B 5AZ
 Telephone: 020 3146 3362 | Email: reltechest@mcf.org.uk | Web: www.mcf.org.uk/reltechest

By post:

- ✓ The donor must complete details of the account to be debited and sign and date the Direct Debit mandate at the top of the form.
- ✓ Enter the following details:
 - Amount
 - Frequency
 - Length of the Direct Debit Instruction.
- ✓ Fill in the personal details and tick the Gift Aid box if applicable
- ✓ Send the completed form to the Relief Chest office.

The Promisor's Grand Charity
 Registered Charity No. 251840
 Please fill in the details you wish to be debited and send to:
 The Treasurer (Direct Debit), 60 Great Queen Street, London WC3B 5AZ
 Please send full postal address of your bank or building society.

Instruction to your Bank/Building Society to pay by Direct Debit
 To: The Manager, Bank/Building Society
 Address: _____
 Postcode: _____

Important Notes

- This form contains a Single/Regular Donation, GRI-AID Declaration a Direct Debit Mandate and Guarantee. Please complete the relevant parts and pass it to your Relief Chest Representative.
- All donations for the Relief Chest under a Regular Donation have to be made by Direct Debit from a Bank or Building Society account in the United Kingdom. Bank standing orders, cash and cheques cannot be accepted for a Regular Donation. The charity is authorised to collect only the fixed amount specified on your form. The charity guarantees that it will make no other collections. Should it do so in error, it will be liable to repay the amount to you. The charity for both the charity and your bank to process Direct Debits, the fee must be received in the Relief Chest Scheme Office at least two months before the start of the donation.
- 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 GRI-AID donations on your Self-Assessment tax return or see HM Revenue and Customs to adjust your tax code. For further information on GRI-AID, please visit www.hmrc.gov.uk
- Tax cannot be reclaimed unless the relevant boxes of the GRI-AID Declaration are ticked.
- If you GRI-AID your donation, we can reclaim 25p of tax on every £1 you give.

Why not increase your donation by letting us reclaim your tax?

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Regular Donations into the Middlesex31 Festival
 I promise to pay you the regular sum of £ _____
 every _____ month _____ year _____ months _____ months.
 Payments are to start on _____/_____/_____.
 (This date must be a date on which the day after you sign the form is a business day.)
 I have transferred or will be transferring to another bank.
 Please allocate the Regular Donations to:
 Ladder: _____
 Ladder No.: _____ Relief Chest No.: **4EVERMIDDX**
 Donations into the Middlesex31 Festival are managed via Forever Middlesex Continuous Giving Scheme.

Single Donations into the Middlesex31 Festival
 Please tick one or more of the boxes as applicable:
 I enclose a cheque payable to Relief Chest for the sum of £ _____.
 I enclose a donation of £ _____ or about the sum of _____.

Gift Aid
 Boost your donation by 25p of Gift Aid for every £1 you donate if you are a UK taxpayer under the Government's Gift Aid Scheme. The Relief Chest (Forever Middlesex) is a registered charity. Your donation will be added to the value of your gift.
 Gift Aid is recognised by the charity from the tax you pay for the current tax year.
 Your address is needed to identify you as a current UK taxpayer.
DECLARATION
 I am a UK taxpayer and understand that if I pay less income tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.
 In order to Gift Aid your donation you must tick the relevant box(es) below.
 on this donation only in the past 4 years in the future
 Please notify us if you:
 1. Want to cancel this declaration
 2. Change your name or your home address
 3. No longer pay sufficient tax on your income and/or capital gains.

Personal Details:
 Please enter your name and address in FULL using BLOCK CAPITALS.
 Title: Mr Mrs Dr Other (.....)
 Surname: _____
 Forename(s): _____
 Address: _____
 Postcode: _____
 Telephone: _____
 Email: _____
 Signature: _____

Online:

- ✓ Set up a Direct Debit Instruction by visiting: mcf.org.uk/festivals/middlesex

Quick link:



By telephone:

- ✓ Call our dedicated line on **020 3146 3345** (Open Monday to Thursday 9:30am to 4:30pm, Friday 9:30am to 3:30pm)
- ✓ The donor must have the following details to hand:
 - Full name and Address
 - Bank account number and sort code
 - Donation amount, frequency and duration of Direct Debit
 - Relief Chest number (**4EVERMIDDX**) into which your donation is to be made
 - Details of your Lodge/Chapter
- ✓ Please note that calls will be recorded in accordance with Direct Debit & Gift Aid rules.

Personal Donations

Personal donations from members/individuals can be made by:

Single donation by Cheque/Charity voucher:

- ✓ Complete the Single Donation form or Combined Single & Regular Donation form.
- ✓ Make all cheques and vouchers payable to **“The Relief Chest Scheme”**
- ✓ If the donor wishes to Gift Aid the donation, the following details must be completed:
 - Full name and Address
 - Tick the relevant box
 - Date the form.
- ✓ Enter the Lodge/Chapter to be credited.
- ✓ Post the completed form and cheque to the Relief Chest office.

Single donation by Credit/Debit card:

- ✓ **Post:** Complete card details and the amount to be donated.
 - If the donor wishes to Gift Aid the donation, the details as listed above must be present
 - Post the completed form to the Relief Chest Office.
- ✓ **Online:** Card donations can be made by visiting mcf.org.uk/festivals/middlesex
- ✓ **Telephone:** Donations can be made by calling **020 3959 2807** (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).

Online Fundraising/ Sponsorship Pages:

Individuals taking part in sponsored events for the Festival can create their own fundraising pages from the main Festival fundraising appeal page.

- ✓ Select “Create a fundraising page” at mcf.org.uk/festivals/middlesex
- ✓ Create an account
- ✓ Follow the instructions and fill in details of the sponsored event and goal amount
- ✓ Under page options, add the **Lodge number** to be credited on the end in the URL box. This will ensure the right Lodge is credited for honorific purposes.
- ✓ Save the page and start fundraising.
- ✓ Participants can log in and make updates and changes to their page and upload progress photos at any time.
- ✓ Donors can Gift Aid any donation they make.



Middlesex 2031 Festival

Due to launch in early 2026



[DONATE OR FUNDRAISE](#) [SET A REGULAR DONATION](#) [MORE INFO](#)

QR Code:

Donations can be made using a smart phone by scanning the QR code below.



- Scan QR code
- enter amount
- enter personal details
- enter address
- enter Lodge/Chapter no
- pay by card/mobile/
Google pay
- confirm gift aid declaration

Middlesex31 Festival

The logo for Middlesex31 Festival, featuring a circular crest with a crown on top and various symbols inside.

Digital Donations

To make a donation, scan the below QR code

A QR code used for digital donations. Above the QR code, the text reads 'Middlesex 2031 Festival MIDDX2031'. Below the QR code, it says 'To make a donation scan with phone camera to open or visit URL' and provides the URL 'https://gtap.uk/middx2031'.

OR

click the below URL

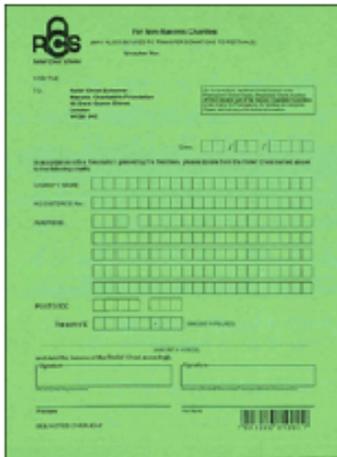
<https://gtap.uk/middx2031>

Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Lodge Chest can be transferred to the **Middlesex31 Festival Relief Chest** by using a Green form or e-voucher. The transfer amount can be allocated to the individual members for honorific purposes. Only complete a Transfer Allocation form if the donation amount is to be allocated to members.

Green Form

- Write **Middlesex31 Festival** as the charity name
- Write **MIDDX2031** as the registered charity number
- add amount in numbers and words
- sign the form (Relief Chest representative + another officer)
- post the green form to Relief Chest Scheme
- enclose a transfer allocation form if applicable



e-Voucher

- visit <https://mcf.org.uk/support-our-work/relief-chest/e-voucher-service/>
- Click on Request a Payment
- Register (your name and email address)
- Confirm registration (via email)
- start new voucher
- add payment details
 - Name: Middlesex31 Festival**
 - Relief Chest Number: MIDDX2031**
 - Amount: £0.00**
- add second signatory details
- submit the voucher

If the donation to be allocated to individuals for honorific purposes, complete the transfer allocation form separately and return to the Relief Chest Scheme.

E-voucher service

Our E-voucher service allows Relief Chest holders to request payments to charities online.

Request a payment in three easy steps

1. Find your Relief Chest.
2. Choose your charity and donation amount.
3. Confirm and approve.

REQUEST A PAYMENT



Relief Chest Transfer Allocation Form

Middlesex31 Festival

Use this form to allocate funds transferred to individual donor

Voucher No Relief Chest No

1	First Name	Surname	House Name/No.	Post Code				Amount (£)
				A	B	1	2	
1	John	Smith	123					30.00
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total of Individual Donations								£
Lodge/Chapter Donation								£
Total to be transferred (please ensure this matches the total on the voucher):								£

Please send this form with the completed voucher to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ.
Telephone 020 3146 3362 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice

The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme.

To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit www.mcfreliefchest.org/privacy




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Please return the completed Transfer allocation form to Relief Chest Scheme

Making payments by Bank Transfer:

- ✓ **Account Name:** The Relief Chest Scheme
- ✓ **Account Number:** 02585235
- ✓ **Sort Code:** 18-00-02
- ✓ **Ref:** **MIDDX2031/Your Lodge No/name**

Downloading donation forms and guidance

mcf.org.uk/festivals/middlesex

Relief Chest Scheme contact details:

Queries on;

Regular donations/Direct debit : Ashraf Muwawu - amuwawu@mcf.org.uk - 020 3146 3345

QR/ Freemasonry Gives: Jack Coventry jcoventry@mcf.org.uk - 020 3146 3349

Postal and Credit/Debit card donations: Mitchell Huett mhuett@mcf.org.uk - 020 3959 2807

Donations from a Lodge Relief Chest: Karon Chatterton kchatterton@mcf.org.uk - 020 3146 3348

General queries

Telephone : 020 3146 3352

Email : reliefchest@mcf.org.uk

Please send all completed donation forms and cheques to:

Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street London WC2B 5AZ

Set up a Regular Donation into the

Middlesex31 Festival

To set up a **direct debit** instruction scan the below QR code



Important information - The regular donations into the Middlesex31 Festival are managed via the Middlesex Continuous Giving scheme. Relief Chest number 4EVERMIDDX

<https://donate.mcf.org.uk/festival-or-appeal/?festivalId=19516>

Single Donation

To make a donation, scan the below QR code

Middlesex 2031 Festival
MIDDX2031

To make a donation
scan with phone camera to open
or visit URL

<https://gtap.uk/middx2031>



OR

click the below URL

<https://gtap.uk/middx2031>

MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

MADE BY QR CODE GIFT AID ADDED

MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

MADE BY QR CODE GIFT AID ADDED

MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

MADE BY QR CODE GIFT AID ADDED

MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

MADE BY QR CODE GIFT AID ADDED

MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

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MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

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First Name

Surname

Lodge / Chapter No.



DONATION £ -

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First Name

Surname

Lodge / Chapter No.



DONATION £ -

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MIDDLESEX31 Festival Relief Chest Scheme RCS



First Name

Surname

Lodge / Chapter No.



DONATION £ -

MADE BY QR CODE GIFT AID ADDED