

INFORMATION FOR PARTICIPANTS

ABOUT THE NORFOLK CHURCHES TRUST

The Norfolk Churches Trust was founded in 1976, and makes grants to Churches and Chapels of all denominations towards repair and restoration costs. Since its inception the Trust has raised money to make grants to more than 600 different Churches and Chapels totalling over £6 million.

HOW THE SPONSORED BIKE RIDE & WALK WILL WORK

Participants are invited to seek sponsors who will pay an agreed sum of money for each place of worship visited. Alternatively, a single donation would enable you to take part.

The money raised by each participant is shared between the Norfolk Churches Trust and the place of worship nominated by the cyclist. About 600 places of worship in Norfolk will be open (including some interesting ruined churches). This year at least 32 counties, including those adjoining Norfolk, are organising sponsored bicycle rides on the same day, and places of worship in any of these counties can be visited by cyclists wishing to cross county borders. Non cyclists are welcome to walk, ride or drive between places of worship if they wish.

INFORMATION FOR SPONSORS

Thank you for agreeing to sponsor a cyclist or walker in the Sponsored Bike Ride and Walk on 14th September, 2019. The money you pay to the participants will be divided between the Norfolk Churches Trust and the Christian place of worship chosen by the participants. Proceeds from the Norfolk Bike Ride last year were more than **£91,000**.

JustGiving

This is an easy-to-use online method of sponsorship letting friends and family know that you are taking part in the Bike Ride and Walk. They will be able to sponsor you and pay The Norfolk Churches Trust directly. Please make it clear which place of worship you would like to benefit. Go to www.justgiving.com/norfolkchurchestrust.

GIFT AID

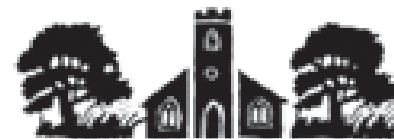
If any sponsor would like his/her contribution to be treated as a Gift Aid donation, the Norfolk Churches Trust will be able to reclaim an additional 25 pence for every £1 he/she gives. The only qualification is that he/she must be a UK tax payer. Please encourage all eligible sponsors to date and tick the column headed "Gift Aid" so that we can claim this tax benefit and enhance your sponsorship, and also ensure first name, surname, full address and postcode is included. **This information must be clear and legible.**

INSTRUCTIONS TO PARTICIPANTS

Please complete the back of this form before starting. After the ride, please collect your sponsorship money as soon as possible and hand it to your local organiser or send it to The Norfolk Churches Trust (to whom cheques should be made payable). Lists of places of worship open are available online.

SAFETY

1. READ and FOLLOW the bicycling section of the HIGHWAY CODE.
2. Ensure your BICYCLE IS ROADWORTHY and check the BRAKES.
3. Ride with CARE and CONSIDERATION at all times remembering particularly at JUNCTIONS it might be SAFER to dismount and walk your bike across the road.
4. Ride in SINGLE FILE and NOT in large groups and use high visibility clothing and wear helmets.
5. Parents are responsible for the safety of children in their charge.
6. For more on safety, go to:
www.norfolkchurchestrust.org.uk/sponsorship-bike-ride.



**The NORFOLK
CHURCHES TRUST**

BIKE RIDE AND WALK

14th September 2019

9am – 5pm

Sponsor/Donation Form

Raise money for your own Church and for The Norfolk Churches Trust, through this form or Just Giving at www.justgiving.com/norfolkchurchestrust

Choose your own route, visit as many Churches and Chapels as you wish, by bicycle, horse, car or on foot. For inspiration go to www.norfolkchurchestrust.org.uk/sponsored-bike-ride:

- Please send us your photographs and you might win a £50 prize
- New competition - win £1,000 for your church; see website for details
- Compete for the Prince of Wales's Certificate or to join the Wall of Fame
- Download children's activity sheets

**Norfolk Churches Trust Bike Ride and Walk
12 Hillside Close, Thorpe St Andrew, Norwich NR7 0QJ**

Norfolk Churches Trust Registered Charity No. 271176

Supported by the **Eastern Daily Press**

Sponsorship/Donation and Gift Aid Declaration Form

giftaid it

Please sponsor me (name) _____

To take part in the Sponsored Bike Ride and Walk in aid of The Norfolk Churches Trust

If I have ticked the box headed 'Gift Aid? ✓', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity named above to reclaim tax on the donation detailed below, given on the date shown. I 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 of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: Full name + Home address + Postcode + Tick the Gift Aid box ✓ *giftaid it*

Full Name First name and surname	Home address (please include postcode if you are Gift Aiding your donation)	Postcode	Amount per Church £	Total Amount £	Gift Aid? ✓	Date paid
As an alternative to sponsorship, please make a donation				£		
How did you hear about the Bike Ride and Walk?			Total donation received		£	
			Total Gift Aid donation		£	

IMPORTANT: Please complete before you start the Sponsored Bike Ride and Walk on the 14th September 2019

NAME:	Tel:
ADDRESS:	
Mode of transport:	
Email:	*
Name & Address of Church or Chapel you wish to receive the share of your sponsorship money:	
Name/Address of Local Organiser to whom this form and all money should be returned by 01.11.19 (or please send cheques to be made payable to The Norfolk Churches Trust).	

Organisers of the Sponsored Bike Ride and Walk in Norfolk

County Co-ordinator Charles Inglis charles.inglis@holefarm.co.uk
 Treasurer Rachael Dawson membership@norfolkchurchestrust.org.uk

Last year the Bike Ride raised an amazing £91,423 so we would like to pass on an **enormous thank you** to everybody who took part either cycling, walking, driving or manning the churches. You make a great contribution to the church of your choice and to the Norfolk Churches Trust. However, if you are not a member of the Trust, we would like to encourage you to join. Friends have the benefit of being invited to some fascinating talks and events run by the Norfolk Churches Trust. We also feel it is important to show organisations like the Heritage Lottery Fund that there are a large number of people who care about Norfolk's wonderful and iconic churches. If you'd like to find out more, go to Support Us at norfolkchurchestrust.org.uk.

Suffolk and Cambridgeshire Bike Rides the Same Day

If you wish to cross into Suffolk or Cambridgeshire, you will not need a different Sponsor Form but you might like to obtain the appropriate 'Churches Open' list by contacting: **Cambridge:** <https://www.camhct.uk>
Suffolk: <https://shct.org.uk>

*** General Data Protection Regulations (GDPR)**

The Norfolk Churches Trust will process the data of all Bike Ride participants and Friends to keep you informed about any news and events you can attend which we believe will be of interest and/or benefit to you. Our Privacy Policy specifies how your data will be processed and it is available to view on the Trust's website. Please contact the Trust Secretary should you have any questions or want to change the way your data is processed.

It is a condition of entry, save to the extent required by law, that the Trustees of the Norfolk Churches Trust accept no liability in respect of death or injury sustained by any participant in the Sponsored Bike Ride and Walk.

PLACES OF WORSHIP VISITED

To be completed by an official at each Place of Worship visited

CHURCH/CHAPEL	Time	Initials	CHURCH/CHAPEL	Time	Initials
TOTAL NUMBER OF CHURCHES/CHAPELS VISITED					