

We are the Friends of Medway Archives Centre (FOMA).

Established in 2006, FOMA's aims are to support the Medway Archives Centre (MAC) with the conservation and preservation of the records and other materials of historical interest held there, and to promote public access.

From the *Archives of Great Expectations* to the *Soldiers on Our Street Project*, FOMA has been instrumental in a number of impactful community and research projects. FOMA's journal, *The Clock Tower*, and our online *FOMA De Caville Index* have become valuable resources for researchers worldwide.

In 2021, MAC achieved accreditation status with The National Archives. This, together with FOMA's partnership with the Friends of The National Archives, has given us some special opportunities. FOMA membership now also offers an insight into best archival practice, giving FOMA members a unique opportunity to shape the future of Medway heritage.

You can join FOMA today and start enjoying a great range of benefits, including:

- Discounted admission to FOMA's regular events
- Research project opportunities
- *The Clock Tower*, FOMA's quarterly journal
- Exclusive online access to the latest two issues of *The Clock Tower*
- Regular email updates on Medway heritage and MAC news and events

Gift Aid: Frequently Asked Questions

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What is Gift Aid?

Gift Aid allows registered charities, such as FOMA, to claim an additional 25p for every £1 you donate, pay in membership subscriptions or both. FOMA can claim on all donations you make over a four-year period. You will not incur any additional costs through Gift Aid.

What is a Gift Aid Declaration?

By law, FOMA requires a Gift Aid Declaration to validate a claim. FOMA is also required to keep a record of all declarations and Gift Aid payments.

Who can complete a Gift Aid Declaration?

Any UK registered taxpayer who has paid the same amount or more in income tax and / or capital gains tax within the current tax year.

Do I need to report Gift Aid Declarations on my tax return?

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

Can I complete Gift Aid Declarations to several different charities?

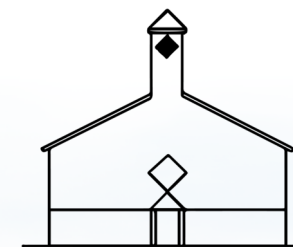
Yes, provided the total tax (income and / or capital gains tax) you pay covers the amount to be reclaimed by your Gift Aided charities. If at any point your tax bill falls below this reclaim amount you must inform all your Gift Aided charities, including FOMA, as soon as possible.

What if I have any further queries?

Please contact the FOMA Membership Secretary for assistance.

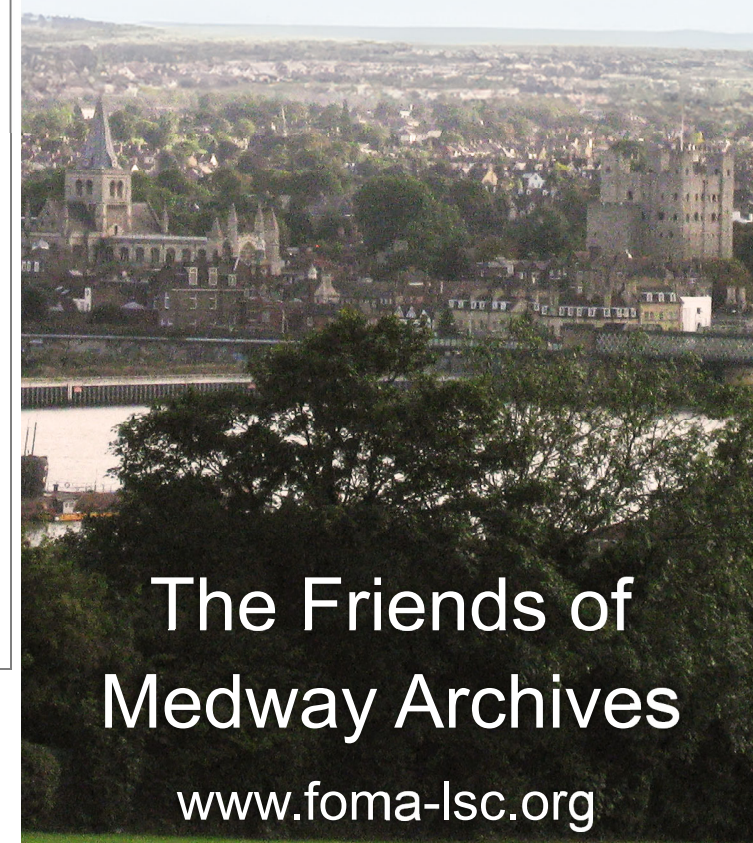
Please send the completed leaflet with any enclosed payment to:
FOMA Membership Secretary,
c/o Medway Archives Centre, 32 Bryant Road, Strood,
ME2 3EP

Email: membership@foma-lsc.org



Become a Friend of the
Medway Archives

Join FOMA



The Friends of Medway Archives

www.foma-lsc.org

Excepted Charity Number: XR92894

SECTION A: Your Membership

SECTION B: Your Details

SECTION C: Your Data

Please delete or indicate as appropriate.

I / We wish to join the Friends of the Medway Archives and agree to be bound by its Constitution and Rules.

I / We agree that for administrative purposes **my / our** details may be held on an electronic membership register and may only be disclosed as below.

<input checked="" type="checkbox"/>	Individual Membership (18 or over)	£12.00
<input checked="" type="checkbox"/>	Individual Life Membership (18 or over)	£120.00
<input checked="" type="checkbox"/>	Family Membership (1 or 2 adults and any children under 18 at the same address)	£14.00
<input checked="" type="checkbox"/>	Society Membership (Non-profit organisations)	£18.00
<input checked="" type="checkbox"/>	Corporate Membership (Companies and businesses)	£60.00

I / We intend to pay this membership subscription by:
cash / cheque* / PayPal (via foma-lsc.org) / bank transfer**

Is payment enclosed with this membership application?

Yes No

If "Yes", please confirm the amount enclosed £

Bank transfer details:

Friends of the Medway Archives
Bank: NatWest (Strood, Kent Branch)
Account Number: 48040304
Sort Code: 60-21-02
Please use your First Name and Surname as a reference.

**Please make all cheques payable to the "Friends of the Medway Archives".*

***Please contact the FOMA Membership Secretary before proceeding; contact details are overleaf.*

Title:
Mr: Mrs: Miss: Mx: Dr: Other:

First Name:

Surname:

Position (organisation) (if appropriate):

Address:

Postal Code:

Email Address:

Telephone Number:

Signed: Date:

FOMA maintains an electronic membership register, which aids the administration of the charity. It contains members' names, addresses, telephone numbers and email addresses. It also holds data such as subscription payment records.

Your data will not be disclosed or shared with any third party without your written permission. You can withdraw this permission at any time. The data of children under the age of 18 will never be disclosed or shared.

Should another member wish to get in contact, your details will **ONLY** be passed with your permission and via the FOMA Membership Secretary.



Gift Aid Declaration

Please only sign and date this declaration if you are eligible (see overleaf).

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I wish to Gift Aid my Friends of Medway Archives' (FOMA) subscription fee and any donations I make in the future and / or have made in the past 4 years to FOMA. I will notify FOMA if: (1) I wish to cancel this declaration; (2) I change my name or home address; (3) I no longer pay sufficient tax (income and / or capital gains).

Signed: Date:

**Annual subscriptions are due on 1st January.
Applicants who join after 30th September need not
pay a subscription for the following year.**