



10 January 2010

Dear

We are writing to you on behalf of the Pennyghael Community, to appeal for your help with the refurbishment of the Old School Community Centre. This would provide space for community events, exhibitions and art workshops, concerts and touring theatre performances as well as a tea-room generating funding to help make the centre self sustaining. The building needs insulating, rewiring, work on the heating system, new toilets, new kitchen facilities and provision of disabled access; the estimated cost of these works is in the region of £80,000.

We have used up our funds in removing asbestos found in the building and replacing the windows, fascias, gutters and down-pipes. We applied for further funding in order to upgrade the building, but funding for projects like this has completely dried up. We are now writing to you to ask for your support in carrying this work forward. Any contribution, large or small, would be greatly appreciated.

A Giftaid declaration form is enclosed for return if this is relevant and in hope of your generous response. We should appreciate it if any donations (cheques payable to Pennyghael Development Association Ltd) were sent to the PDA Secretary: Sarah Blackwell, Willowbank, Pennyghael PA70 6HB.

Updates about the work being carried out can be found on the community website at <http://www.pennyghael.net>

Yours sincerely

Fiona Brown  
Chair, Pennyghael Development Association

**PENNYGHAEL  
DEVELOPMENT**



**ASSOCIATION**

**Gift Aid Declaration**

**Details of donor**

Title ..... Forename(s) ..... Surname .....

Address .....

.....

..... Post Code.....

I want the PDA to treat

\*the enclosed donation of £ .....

\*all donations I make from the date of this declaration until I notify you otherwise

as Gift Aid donations.

*\*delete as appropriate*

Date ...../...../.....

**NOTES**

1. You can cancel this declaration at any time by notifying us.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 28p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask us or ask your local tax office for leaflet IR 113 *Gift Aid*.
6. Please notify us if you change your name or address.

The Pennyghael Development Association Ltd. Is a company limited by guarantee, registered in Cardiff No. SC293630. Registered Office: Abacus Services, 8 High Street, Oban, Argyll PA34 4BS. Registered Scottish Charity No. SC 031866.