

Organisation Grant Application Form

To be used for applications for grants to be made to organisations, not to individuals.

Please refer to Guidance Notes on pages 4 & 5.

1	Name of organisation:
2	Contact person: Address: Postcode:
3	Contact telephone number:
4	When was your organisation formed? What does your organisation do?
5	What is the funding for?
6	How much money are you asking for from the Banks Lyon Memorial Trust?
7	What is the latest date by when you need the funding to be in place?
8	What is the total amount of funding required including funding from other sources?

The Banks Lyon Memorial Trust

Registered Charity Number: 1160678

9	<p>Has your organisation applied to the Banks Lyon Memorial Trust before? YES / NO (delete as appropriate). If you have answered YES, please provide details:</p>
10	<p>Are you applying or have you applied to any other individuals, charities or organisations for funding for this purpose? YES / NO (delete as appropriate). If you have answered YES, please provide details:</p>
11	<p>Do you intend to raise money in any other ways not detailed in section 14? YES / NO (delete as appropriate). If you have answered YES, please provide details:</p>

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12	How does what you are applying for fit into the requirement for grants to be given for the benefit of those living in Lancaster, Morecambe and District (the same area as Lancaster City Council)?
13	How does what you are applying for fit into the requirement for grants to be given to help young people, namely, mainly those aged 16 to 25 years?
14	How will awarding a grant to you help young people overcome barriers of a social and/or financial nature?
15	How will awarding a grant to you help young people to fulfil their potential and to benefit their local community through their future employment?
16	If your application is successful, the cheque should be made payable to:

The Banks Lyon Memorial Trust

Registered Charity Number: 1160678

17	How did you hear about the Banks Lyon Memorial Trust?
18	Please provide a copy of your most recent Annual Report and the latest set of audited accounts.
19	Signed: Print Name: Position in organisation: Date:

Organisation Grant Application Form Guidance Notes

- 1 Please include the full name of the organisation. Individuals should use the Personal Grant Application Form.
- 2 Please give the name of the contact person and the address of the organisation including the post code.
- 3 Please give a contact telephone number.
- 4 Please provide a description of what your organisation does. The more detail that you can provide, the better. Remember that the trustees may not be familiar with your organisation, what it does or who benefits from it.
- 5 Please provide details of what you intend to use the funding for. The more detail that you can provide, the better. If you are able to itemise elements of funding please do so. If you are able to identify the expected benefits that would be brought by obtaining the funding, this will help the trustees to better understand your application. Remember that the trustees may not be familiar with the reason for your application.
- 6 Please indicate the total amount of funding that you are requesting from the Banks Lyon Memorial Trust.
- 7 If you need the funding to be in place by a particular date, please identify this and the reason why.
- 8 Please identify the total amount of funding required including details of funding from other individuals, organisations, money that the organisation is contributing itself or raising in another way. Details of this other funding is required in sections 9 & 10.
- 9 Please provide details of any previous applications to the Banks Lyon Memorial Trust by your organisation, including date of application, purpose, amount applied for and the outcome of the application. Failure to provide details of other applications for funding may invalidate your application.
- 10 If you have applied for other funding, whether successful or not, please provide:
 - the name(s) of the other potential funder(s),
 - the amount of money you applied for from each,
 - if a decision has already been notified to you: whether or not the application was successful and if it was, the amount actually awarded,
 - or the date by when you expect to hear from them?Failure to provide details of other applications for funding may invalidate your application.
- 11 If you intend to raise money in any other ways, please provide details of how this money is to be raised, for example a contribution from your main fund or a fund raising event and how much you expect to raise by each method.
- 12 This is in accordance with the published Grant Making Policy of the Banks Lyon Memorial Trust.
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- 14 This is in accordance with the published Grant Making Policy of the Banks Lyon Memorial Trust.
- 15 This is in accordance with the published Grant Making Policy of the Banks Lyon Memorial Trust.
- 16 If successful, your funding will be paid by cheque, which should be paid in to a bank account, Please provide the full name of the account to which the cheque should be made payable.
- 17 Please help us by letting us know how you heard about the Banks Lyon Memorial Trust.

- 18 Enclose 3 copies of the latest audited accounts of your organisation. If the accounts are more than six months old, please attach a brief update.
- 19 An authorised signatory of your organisation must sign the application form, print their name, position in your organisation and date their signature.
- 20 If you wish to attach any supporting information please do so, but be aware that lengthy documentation may be summarised for the trustees.
- 21 We may contact you to request further information.
- 22 If you require assistance in completing your application form please contact:

Gary Rycroft
Joseph A Jones & Co Solicitors
6 Fenton Street
Lancaster
LA1 1TE

Phone: 01524 63371
Email: gary.rycroft@jajsolicitors.co.uk

- 23 Return your completed application form to:

Gary Rycroft (Clerk to the Trustees)
Joseph A Jones & Co Solicitors
6 Fenton Street
Lancaster
LA1 1TE