**DUCHY OF LANCASTER BENEVOLENT FUND (MERSEYSIDE)**

**APPLICATION FORMAT (Ver 11: as at 10 Sep 21)**

1. Applications may be sent by post or e-mail.

a. **Post:**

Duchy of Lancaster Benevolent Fund

Merseyside Lieutenancy

Suite 4a 4th Floor, Exchange Station

Tithebarn Street

Liverpool L2 2QP

b. **e-mail:** msl.clerk@lieutenancy.info

2. The following information is required

**Name** of the person making the **Application** and the **Name and Address** of the

organisation:

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| Applicant:Name of the Organisation:Address: |

**Telephone contact details:**

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| Applicant:Organisation: |

**E-Mail and Website address:**

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| Applicant:Organisation:Website: |

**Registered Charity Number (if applicable):**

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**Bank Account details:**

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| Bank:Account Name:Sort Code:Account No: |

**Aim of the organisation, details of activity, number of beneficiaries, detailed costing and impact statement if unsuccessful:**

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| Aim of the organisation – Brief Description (**max 40 words**):Details of activity for which the Grant is applied for (**max 100 words**):Detailed costing of the activity for which the grant is applied for:Impact Statement if Unsuccessful (**max 40 words**)Amount Requested £: |

**Additional details:**

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| **Details of other organisation(s) that you have applied to for a grant for this activity/event and the status of the application:** **(*If you have not applied to other organisations, then please specify why not*)** |

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| **When will the grant be used?** |

**Referees:**

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| Names and addresses (to include telephone and e-mail details) of two referees who can verify that the application will be used for its intended purpose(s) and who will be in a position to confirm that the grant has been spent within the stated time. *(Referees must be independent of the organisation and must were possible be Merseyside residents):* |

 When submitting an Application, the following supporting documentation is required:

* Latest Audited Accounts

**Date of Application:**

**ADDITIONAL NOTES**

1. The maximum Grant will be £5000. The requested amount must be specific to what is needed and not an inflated figure in the hope of receiving the maximum grant.

2. A successful application will come with conditions. An example is:

(1) *The organisation submits a Summary Report on the outcome(s) achieved as*

 *a direct result of the grant by a specified date*

*(2) The organisation may be required to publicise the support of the Duchy of*

 *Lancaster Benevolent Fund (Merseyside) in its literature/advertising*

*(3) Invoice(s) for good(s) forwarded to the Duchy of Lancaster Benevolent Fund*

**Note.** On confirmation of acceptance of the conditions the grant will be released.

3. The Duchy of Lancaster Benevolent Fund Grants Committee reserve the right to visit any organisation for which a Grant is made to ensure that the monies granted have been used for its intended purpose(s).

4. **Restrictions.**

a. **Salaries and Running Costs.** The Grants Committee will only in

exceptional circumstances consider an application **for salaries and running costs**

b. **Community Interest Company (CIC).** The Grants Committee will only in exceptional circumstances consider an application from a **CIC**

 **Note.** You should contact the Clerk to the Lieutenancy to discuss the

 specifics of your application in either of the above restrictions before making a

 formal application

5. **Application Timelines.** Grants may be submitted at any time

6. **Grant Application Level.** The Duchy of Lancaster Benevolent Fund (Merseyside) has a finite amountof money. Demand often outstrips supply and therefore it is important that the details of your application are succinct and that the amount requested is not inflated – ask only for what it will cost to meet the needs of the activity in the grant application.

7. In compiling your application please ensure the following:

* Type Face: Arial
* Font Size: 12pt
* Document to be submitted in Word format

8. Guidance/advice is available from the Clerk to the Lieutenancy on 0151 363 9528 or e-mail: msl.clerk@lieutenancy.info