

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:

Applicant: Name of the Organisation: Address:

Telephone contact details:

Applicant: Organisation:

E-Mail and Website address:

Applicant: Organisation: Website:

Registered Charity Number (if applicable):

Bank Account details:

Bank:
Account Name:
Sort Code:
Account No:

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

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:

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)

When will the grant be used?

Referees:

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 where 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 amount-of 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