The Rushworth Trust

*This version of the application form is for completion digitally; please type your answers in the grey boxes. If you wish to complete the form by hand, please use the other version of the form and print it out.*

**Application for an award to an organisation**

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| Contact details | |
| *name of your organisation* | |
| *full name of person completing this form* | |
| *your status in the organisation* | |
| *address for correspondence (including postcode)* | *address of organisation (if different)* |
| *your mobile number* | *telephone number of organisation* |
| *your evening telephone number (if different)* | |
| *your e-mail* | |
|  | |
| Your Organisation | |
| *State briefly the purpose of your organisation* | |
| *Is the organisation a registered charity? answer YES or NO.* | |
| *If YES, state your charity registration number* | |
| *Please outline the contribution your organisation makes to the local community* | |

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| The Award - financial considerations | |
| *What is the amount of assistance you are seeking from the Trust? It is important that you state a figure, even if approximate. You should bear in mind that funds available to the Trust are modest, and that grants do not normally exceed £1,000*  *£* | |
| *What would an award be used for?* | |
| *Why are you seeking financial assistance from the Trust?* | |
| *What is the full cost of the project?*  £ | |
| *If the full cost of the project exceeds the amount you are seeking how do you intend to raise the difference? (see next question before answering)* | |
| *Please give details of any assistance you have received or been promised already and the source of the assistance.* | |
| *Please list any funders to which you have applied already without success, or from whom you have not yet had a reply. If you have not applied for assistance elsewhere, please say why not.* | |
| *If your application is for funding or an on-going project of some kind, how will the project be financed in the future?* | |
| *How will you evaluate the success of the project for which you are seeking assistance?* | |
| *What is your organisation’s approximate annual income?*  £ | |
| *Please give details of your organisation’s musical activities during last season and the current season (you may submit printed syllabuses or prospectuses instead of completing this section).* | |
| *How did you hear about the Rushworth Trust?* | |
| *Please complete your bank details below*  name(s) of account holder(s)  name of bank/building society  sort code  account number | |
|  | |
| ***Your name******date*** | |
|  | |
| Documents to include with your application  *Please put an X in each box to confirm you are forwarding the documents specified NB your application will not be considered without the following documents* | |
|  | one or two letters of support from persons holding positions of responsibility outside your organisation, and who are familiar with your organisation’s musical activities |
|  | a copy of your organisation’s Annual Report |
|  | if you are applying for funds to purchase an instrument or equipment, documentary evidence of the full cost, including relevant quotations or estimates |

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| Privacy statement |
| *The funds of the Trust are administered by Liverpool Charity & Voluntary Services (registered charity no 223485).*  *LCVS holds your data on behalf of the Rushworth Trust, and promises to respect any personal data you share with us, and to keep it safe. We hold only data that you have provided to us. If required, we may need to disclose your details to the police, regulatory bodies or legal advisers. We will never share your data in other circumstances without your explicit and informed consent.* |