

LICHFIELD CONDUIT LANDS

Registered Charity Number 254298
Founded 3rd January 1546

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THIS FORM

1 Who can apply?

Either:

Any individual under the age of 25 who is or whose parent or parents are resident in the area shown on the attached plan and who wants financial help with their education. Education is interpreted in the broadest possible sense.

Or

Any individual, group or organisation that wants financial help to promote something or some activity beneficial to the residents in the area shown on the attached plan (ie charitable in its broadest sense)

2 Does any individual or group receive preference?

No. Each application is considered on its merits but, except in the case of individual educational grants, priority is given to those applications that will provide enduring or permanent benefit. The Trustees do not give reasons for any decision that they make.

3 How do I make an application?

If you are applying for an individual educational grant complete parts A and B of the attached form, otherwise complete parts A and C. Please feel free to add or send any additional information which you feel may help your application. Particularly in the case of a group or an organisation please send a copy of your last set of accounts.

All applications when completed should be sent, with any other supporting documents to:

S R James Esq
Warden of the Lichfield Conduit Lands
St Mary's Chambers
5 Breadmarket Street
Lichfield
Staffordshire WS13 6LQ

4 When will I know if the application has been successful?

The Trustees meet four times a year, save in emergency. Their current meeting cycle and the dates by which applications must be received is as follows:

Last Date for Applications	Meeting Dates
02 March 2017	14 March 2017
08 June 2017	20 June 2017
31 August 2017	12 September 2017
23 November 2017	06 December 2017

Generally you will receive written confirmation of the result of your application within 7 days of the meeting at which it is due to be considered.

5 Whom do I contact if I need help with the form or further information?

Please telephone the Trust’s administrator, Mrs Jane Bethell on 01543 267982, who will either help or refer the query to the Warden. She is available each Monday to Friday between 9.00am and 5.30pm.

SECTION B

This section must be completed if you are applying for your own educational purposes.

1	EDUCATION DETAILS
1.1	What are your educational qualifications to date?
1.2	Where are you being educated currently?
1.3	What is your current academic course?
2	YOUR FUTURE PLANS
2.1	Describe in detail the activity which you wish to undertake with the assistance of the Trust
2.2	State the total cost of the activity £
2.3	State how much grant you would like the Trust to make £
2.4	State precisely how your own education will benefit from or be advanced by the activity which you wish to undertake
3	FINANCIAL
3.1	What other financial support do you have?
3.2	What other applications have you made?
3.3	When will you know the outcome of any other applications that you have made?
4	GENERALLY
Have you attached any information to this application? Yes / No	

SECTION C

This section must be completed if you are applying for yourself or for an organisation to enable you to carry on some charitable activity.

1	ABOUT YOUR GROUP OR ORGANISATION:
1.1	Name of your group or organisation with (if applicable) your Registered Charity Number
1.2	If you are part of a national group or organisation, name of that group or organisation and (if applicable) its Registered Charity Number
1.3	Please provide a copy of your accounts for the last year.
1.4	What is your charitable purpose?
2	ABOUT YOUR PROJECT
2.1	Describe in detail the project that you wish to undertake with the assistance of the Trust.
2.2	How much will the project cost?
2.3	How much grant would you like the Trust to make to you?
3.	FINANCIAL
3.1	What other financial support do you or your organisation have?
3.2	What other applications have you or your organisation made for support?
3.3	When will you or your organisation have the outcome of any other applications you or they have made?
3.4	What financial reserves do you have?
3.5	How much have you raised already?
3.6	The Trustees would prefer to make payment by BACS , so please provide the following details: Name of Bank: _____ Sort Code: _____ Account Name: _____ Account No.: _____ If you do not want to make payment by BACS please let us know to whom the cheque should be made payable:
4	GENERALLY
Have you attached any information to this application? Yes / No	