



FOR INTERNAL USE ONLY

Total amount requested:

Date awarded (if applicable):

ORGANISATION DETAILS

| | <i>Please write your responses below</i> | <i>Further guidance</i> |
|---|--|---|
| What is the full <u>legal</u> name of your organisation? | | |
| What name does your organisation use in its day-to-day work? | | |
| When was the organisation established? | | |
| Full address of organisation (inc. postcode) | | |
| Website (if applicable) | | |
| What type of organisation are you? | | <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Unregistered voluntary or community organisation</i> • <i>Not-for-profit company</i> • <i>Registered charity (unincorporated)</i> • <i>Charitable Incorporated Organisation (CIO or SCIO)</i> • <i>Community Interest Company (CIC)</i> • <i>Faith-based group</i> • <i>School</i> • <i>Statutory body</i> • <i>College or University</i> |
| Background information on your organisation and its activities | | |
| Companies House Number (if applicable) | | |
| Registered Charity Number (if applicable) | | |
| Are you a statutory body? | | <p><i>YES or NO</i></p> <p><i>If yes, please specify type</i></p> |

ABOUT YOUR PROJECT

| | <i>Please write your responses below</i> | <i>Further guidance</i> |
|---|--|--|
| Project name (that you are hoping to fund) | | |
| Who will the beneficiaries of your project be? | | <i>For example: those in recovery from drugs and/or alcohol, women, men, those under 25</i> |
| How does your project meet our funding priorities? | | <p><i>Please refer to our funding instructions closely. Our funding priorities for the next submissions window can be found in our most recent funding instructions.</i></p> <p><i>We will consider exceptional bids outside of this, but they must be aligned with our charitable objectives.</i></p> |
| Project location | | <i>Must be in Lancashire and preferably either Lancaster or Morecambe - please provide full address including postcode</i> |
| Amount requested | | <i>Up to £5,000 only</i> |
| When would you like to receive the funding? | | |
| When will the funding be spent by? | | <i>Must be within 12 months</i> |
| What will you spend the money on? | | <p><i>Please make sure to include:</i></p> <ul style="list-style-type: none"> • <i>What you would like to do</i> • <i>What difference your project will make (including who will benefit from it)</i> • <i>How long you expect it to run for (this can be an estimate)</i> • <i>How you'll make sure people know about your project</i> • <i>How you plan to learn from it and how this will shape future projects</i> • <i>Whether your project is something new or something that has previously worked well</i> |

| | | |
|---|--|--|
| <p>What are the costs that you would like us to fund? Please list items</p> | | <p><i>You should use budget headings, rather than a detailed list of items. For example, if you're applying for pens, pencils, paper and envelopes, using 'office supplies' is fine. For example:</i></p> <p><i>Office Supplies £100</i></p> |
| <p>The total cost of your project</p> | | <p><i>This is the cost of everything related to your project, even things you aren't asking us to fund.</i></p> <p><i>For example, if you are asking us for £5,000 and you are getting £10,000 from another funder to cover additional costs, then your total project cost is £15,000.</i></p> <p><i>If you are asking us for £5,000 and there are no other costs, then your total project cost is £5,000.</i></p> |
| <p>Is there anything else that you would like to tell us about your project?</p> <p>(Optional)</p> | | |

CONTACT DETAILS

| | <i>Please write your responses below</i> | <i>Further guidance</i> |
|--|--|---|
| <p>Your full name</p> | | |
| <p>Your role in the organisation</p> | | |
| <p>Your email address</p> | | <p><i>Please use a company email address if you have one</i></p> |
| <p>Your contact number</p> | | <p><i>Please use a company telephone number if you have one</i></p> |
| <p>Can we contact you to discuss your application in more detail?</p> | | |
| <p>What time of day is best for us to contact you?</p> | | |
| <p>How did you hear about Walter Lyon Trust?</p> | | |

BANK DETAILS

| | <i>Please write your responses below</i> | <i>Further guidance</i> |
|--|--|---|
| The name of your organisation as it appears on your bank statement | | |
| Name of your bank | | |
| Account number | | |
| Sort code | | |
| Building society number | | <p><i>You only need to fill this in if your organisation’s account is with a building society or a credit union.</i></p> <p><i>If your account is a credit union account, you should record your membership number in this field.</i></p> |

DECLARATION

| | |
|--|--|
| I have read and agree to the terms of the funding instructions | |
| I have been authorised by the governing body of my organisation to submit this application | |
| All the information provided is accurate and complete to the best of my knowledge | |
| I will notify Walter Lyon Trust of any changes to this application as soon as reasonably practicable | |
| If awarded funding, I agree to update Walter Lyon Trust on the outcome of my project. I will provide a photograph and a short summary to be used on the website. | |

SIGNATURE

Full Name: Date:

Position in Organisation:

Thank you for completing this form. Please double check the information contained and submit to WLTrust@protonmail.com with ‘FUNDING SUBMISSION’ and the name of your organisation written in the subject line. We will endeavor to respond to all submissions in line with the terms set out in our 2024/25 funding instruction.

We regret that not all submissions will be successful.