

# **JAMES A. DUFF & OWEN M. DUFF MEMORIAL TRUST FUND**

## **APPLICATION FOR REQUEST OF FUNDS**

Please submit this application, *along with 5 additional copies*, to Bank & Trust Company no later than 9:00am of the deadline date given on our website. **The application deadline will be strictly followed.** Please use paper clips rather than staples.

Date Request Submitted:

### **1. Legal Name of Organization:**

Contact Person/Organization Representative:

Address:

Phone Number:

Please submit proof that your organization is a qualified charitable organization under the provisions of the Internal Revenue Code Section 2055 and section 501(c)(3) and successor section.

### **2. Amount Requested:**

If products, supplies, or services are to be purchased, competitive itemized bids should be obtained & provided to the Duff Trust Committee.

### **3. Date funds are needed:**

### **4. Explain fully how the funds are to be used and during what time period.**

### **5. How many individuals are served by your organization? (Give general age range of group to be served.)**

### **6. If your organization or group has submitted previous requests to the James & Owen Duff Foundation, what was the request and the outcome?**

### **7. Has your organization attempted to raise funds for this project in another manner? If so, how much has been raised?**

### **8. The James A. Duff & Owen M. Duff Memorial Trust funds are to be used for various charitable purposes in North and South Litchfield townships, including - but not necessarily limited to - educational purposes in LCUD #12, benefit of the Litchfield Public Library, improvements to the Lake Lou Yaeger Park area, beautification of the City of Litchfield and the improvement and expansion of its recreational and cultural facilities, and other charitable purposes within the Litchfield community. Explain how your project/service best satisfies this directive.**

As with any Foundation that grants funds, a measure of accountability is expected of the organization enjoying the benefits of those funds.

The James A. Duff & Owen M. Duff Memorial Trust Foundation expects that funds will be utilized for the outlined and intended project/service as quickly as possible. Confidence exists from the Duff Foundation that each organization awarded funds will exhibit accountability, produce results, and use the awarded funds as intended.

The Duff Foundation Committee may request/inquire as to the status/result of products and services funded. Future accountability may be requested of your organization.