

**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.**

Date Request Submitted:

**1. Organization Submitting Request:**

Contact Person/Organization Representative:

Phone Number:

Address:

**\*\* Please submit proof that your organization is Non-profit or Tax-exempt.**

- 2. 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 LCUSD#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. Please describe your organization/program and how it best satisfies this directive.**

**3. Amount Requested:**

**4. Date funds are needed:**

- 5. Fully explain how the funds are to be used, during what time period and how many individuals will be served by this request.**

**6. Please provide an itemization of the amount, purpose and remaining balance of any grant, trust or foundation awards your organization or group has received over the past 5 years. Use an additional sheet if needed.**

<b>Year Awarded</b>	<b>Funds Received from</b>	<b>Purpose of requested funds</b>	<b>Amount Awarded</b>	<b>Remaining funds</b>

*As with any Charitable Trust that grants funds, a measure of accountability is expected of the organization enjoying the benefits of those funds. The James A. & 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 Trust that each organization awarded funds will exhibit accountability, produce results, and use the awarded funds as intended. The James & Owen Duff Memorial Trust Committee may request/inquire as to the status/result of products/project/services funded. Future accountability may be requested of your organization.*