

# 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 am, Friday, August 6, 2021.

**The application deadline will be strictly followed.**

Date Request Submitted:

**1. Legal Name of Organization:**

Contact Person/Organization Representative:

Mailing Address:

Email 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 sections.*

**2. Amount Requested:**

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

**3. Date funds will be used:**

**NOTE:** The following answer fields will expand to hold any information you may type into them. They will expand and show all typed content *after* you hit 'tab', or when you move on to the next answer field.

**4. Explain fully how the funds are to be used.**

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

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**6. Has your organization attempted to raise funds for this project in another manner?**

**If so, how much has been raised?**

**7. 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.**

All award recipients will be asked to acknowledge their award with some form of recognition, either by a press release, newspaper article with photo, or some other form of acknowledgement.

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

The James A. Duff & Owen M. Duff Memorial Trust Fund Committee may request/inquire as to the status/result of products and services funded. Future accountability may be requested of your organization, including possible audit by the trustee.

Person Submitting Application, and Title:

Signature	Title	Date
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