



## Blythburgh Latitude Trust

Trustees: V Carse (Chair), M Doney, S Ireland-Cutting, P Lacey, R Orr-Ewing,  
T Smith, H Waller, S Wickham

# *Blythburgh Latitude Trust*

### **Introduction**

The Blythburgh Latitude Trust is funded by the sale of tickets to the Latitude Festival, donated by the organisers. The Trustees wish to express their thanks to the organisers for their generosity. Initially the arrangement with the organisers was made with Blythburgh Parish Council who after some discussion created the Blythburgh Latitude Trust. The Parish Council perceived the Trust as a way of using the money raised to help all full time residents of the Parish of Blythburgh. Following the creation of the Trust the link to the organisers of the Latitude festival will be directly with the Trustees not via the Parish Council.

### **Grants**

The Blythburgh Latitude Trust is able to offer grants for one-off expenditure to benefit full-time residents or families from the Parish of Blythburgh who can show a need, which cannot be met from other sources. Grants will also be made that support and build community life in the Parish of Blythburgh, that support the Parish of Blythburgh children at their catchment primary school (via residents who are serving on the PTA or Governing Body of the Parish of Blythburgh catchment Primary School), and to local organisations where a majority of members are full-time residents of the Parish. Where the application for a grant is from a person under 16 this must be endorsed by a parent, guardian or carer.

Normally, grants will not exceed £300, however exceptional circumstances could result in a higher award. It is not the expectation of the Trust that the grant will cover the full cost of meeting the need. It is expected that only one payment a year will be made to any one applicant but exceptional circumstances could result in more. However, successful or not, all will be able to reapply the following year.

An example of a need grants could be given to assist with are listed below:

- School uniform / equipment
- Musical instrument
- Sports equipment
- Out-of-school activities
- Motability
- Increased security
- Respite care
- Start-up money for new societies in the village
- Development money for existing groups

The list is not exhaustive just for illustration of some possible needs.

### **Applications**

There is an application form attached which will need to be completed and passed to the administrator or one of the Trustees.



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All applications from individuals will be treated in absolute confidence although with agreement payments to groups may be announced.

The Trust plans to consider applications every three months but would also deal with any emergency needs. If the application is time bound then please indicate in the box provided on the form. The dates applications need to be made by are listed below

31<sup>st</sup> March

30<sup>th</sup> June

30<sup>th</sup> September

31<sup>st</sup> December

Should you have any questions about completing the application form please contact the administrator. Contact details of administrator are on the application form.

If you wish to include any information that you think would aid the Trustees in assessing your application e.g. Supporting documentation for the need – letter from the school music or PE teacher; Estimate of the cost - quotation for fitting security lighting; in the case of a child, a signed statement from parent, please ensure that you include these with your application.

Applicants will receive a letter from the administrator informing them if their application was successful or not. If the applicant were successful then more information would be requested relating to payment of the grant. Any grants paid are to be spent with in four weeks.

### **Completion**

For the Trustees to be able to evaluate the impact of the grants provided and how to modify their processes accordingly, feedback would be most welcome. This could cover all aspects of the applicant dealing with the Trust and would be welcome as the Trustees look to fit the Trust to the Parishioners requirements. Feedback can be given to any of the Trustees or the administrator preferably via a letter / e-mail but verbally would be accepted.

**The Trustees would emphasise the requirement, for accounting purposes, to supply the administrator with a copy of the final bill / receipt for any goods purchased as part of the need. Failure to do so WILL be taken into account in any subsequent applications for a grant.**

### **Data Protection**

The Information you provide will not be shared with any third party. Any personal information you have given us will not be passed on to third parties.

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary for these purposes. Information you provide us with may be used for statistical research but will not be used in any way (beyond its original purpose), which enables you to be identified.