

**SWINFEN BROUN CHARITABLE TRUST**  
**(Founded 1<sup>st</sup> April 1974)**

**Registered Charity No. 503515**



**APPLICATION FORM**  
**AND**  
**GUIDANCE NOTES FOR APPLICANTS**

April 2026

## GUIDANCE NOTES FOR APPLICANTS

Applicants are advised to read the following notes carefully prior to the submission of any application.

### 1. Aims of the Trust Fund (taken from the Trust Deed):

- (1) To provide or maintain or assist in the provision or maintenance of public halls, meeting places, playing fields, sports facilities for the public at large in the interests of social welfare, with the object of improving their condition of life, places for housing the arts, libraries, museums or other educational institutions to which the public have access.
- (2) To provide or maintain or assist in the provision or maintenance of public gardens or public open spaces.
- (3) To provide or maintain or assist in the provision or maintenance of equipment or items for use in or with any of the objects mentioned in (1) and (2) above.

#### **NB**

- (a) Assistance can only be given to schemes within the boundaries of the Lichfield City Council as per the plan on the Trust's website [www.swinfenbroun.org.uk](http://www.swinfenbroun.org.uk)
- (b) Trustees normally seek to help organisations which help themselves so please identify what other steps you have taken to raise funds
- (c) An effort is made not to overlap with support given by the Trustees of the Lichfield Conduit Lands Trust
- (d) In general it is the policy of the Trustees to support capital projects and not make payments of an income nature
- (e) No part of the Trust Fund shall be paid to or supplied for the benefit of an ecclesiastical charity or charity for the relief of poverty.

### 2. Submission of Applications:

Completed application forms, together with any other supporting documents should be sent to:

Simon R. James, LL.B  
Clerk to the Swinfen Broun Charitable Trust  
PO Box 8680  
Burton on Trent  
DE14 9QB

Tel: 07506 284831  
Email: [srjames@swinfenbroun.org.uk](mailto:srjames@swinfenbroun.org.uk)  
Web: [www.swinfenbroun.org.uk](http://www.swinfenbroun.org.uk)

### 3. Consideration of Applications:

All applications will be acknowledged and applicants advised when the next Trustees meeting is to take place. Save in emergency the application will be considered at that meeting. Applicants will be notified of the Trustees' decision usually within seven days of the meeting. Each application will be considered on its merit; however, applicants will be advised immediately in the event of the application clearly not meeting the criteria of the Trust Deed (see Guidance Note 1 above).

### 4. Conditions of Grant

- (i) A Grant is time limited to two years from the date of the offer.
- (ii) It is requested that some form of recognition of the Trust's assistance should be acknowledged or displayed in some suitable form.
- (iii) The decision of the Trust is final and further correspondence will not be entered into.
- (iv) The Trustees cannot commit themselves to repeat or renew any grant.



**For Trust use only**  
Applic. No. ....  
Year:.....  
Meeting:.....

**SWINFEN BROUN CHARITABLE TRUST  
APPLICATION FORM  
(PLEASE USE BLACK INK & BLOCK CAPITALS)**

**FULL NAME:**

**ORGANISATION (if applicable):**  
**POSITION:**

**ADDRESS:**

  
  
  
  
  
  
  
  
  
  

**POSTCODE:**

**TELEPHONE NUMBER:**

**EMAIL:**

**LEGAL STATUS:** Select from: Charity Registered with the Charity Commission (please include Charity Commission Number), Community Interest Company, Constituted Community/Voluntary Group, Individual or Other (please state)

**PURPOSE AND OBJECTIVES:** Please provide a brief summary of the purpose and objectives of your charity or organisation. You may wish to include links to your organisation’s website and social media pages. If you are making an application as an individual, please give a brief introduction about yourself.

**PROJECT:**  
Having regard to the aims of the Trust stated in the guidance notes, please set out the nature of your project. It would be helpful if you include the following details: What the project entails? Who will benefit? How will they benefit? Where and when the project will take place?

**PROJECT (Cont'd)**

**BENEFICIARIES:** How many Lichfield residents will benefit from this project?



**DECLARATION (please read carefully and then sign where indicated):**

1. I declare that the information given in this application is true to the best of my knowledge, information and belief.
2. I agree to tell you if any other financial support is given or promised in respect of the project between the date of the application and the Trustees' meeting.
3. I agree to reimburse the Trust for any money received from the Trust in the event of the money raised for the project exceeding the anticipated costs thereof and as hereinbefore stated.
4. I agree to you enquiring of other Trusts in Lichfield as to whether or not they have or are likely to make a grant in my favour.
5. I have provided a copy of the last available accounts with my application (**organisations only**).
6. I agree to abide by the conditions of grant (see Guidance Note 4).

SIGNED:.....DATED:.....