**REQUEST FORM FOR SCHEMES BEING DELIVERED BY AN EXTERNAL ORGANISATION**

Please refer to the MLIS Guidance and Conditions when completing this form.

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| **YOUR DETAILS** | |
| **1** | **Member’s Name:** |
| **2** | **Electoral Division:** |
| **DETAILS OF YOUR REQUEST** | |
| **3** | **Name of the organisation that you wish to support** |
| **4** | **Address of the organisation that you wish to support** |
| **5** | **Contact details for representative from the organisation that you wish to support:**  **Name:**  **Telephone Number:**  **Email address:** |
| **6** | **Is the organisation VAT registered: Yes/No** |
| **7** | **Brief description of the scheme to be supported:**  (Please remember to attach evidence of security of tenure on any facility that you wish to be awarded MLIS funding either by ownership of the freehold or by means of a lease that has at least five years duration when the application is made) |
| **8** | **Estimated cost of the scheme: £**  (Please remember that 3 quotes are required) |
| **9** | **Value of your proposed contribution: £** |
| **10** | **Set out the source and value of any other funding that has already been secured in relation to this project: £** |
| **11** | **Set out the source and value of any other funding that the organisation is currently applying for in relation to this project: £** |
| **12** | **Date contribution required:** |
| **13** | **Name** |
| **14** | **Member signature:** |
| **15** | **Date signed:** |

**Checklist for required attachments:**

|  |  |
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| Evidence of security of tenure |  |
| 3 quotations for the project |  |
| Constitution or Articles of Association of external organisation |  |
| End of year accounts or recent bank statements from all accounts held by the group |  |

Please return your completed hard copy of this form to MLIS, County Hall, Morpeth, Northumberland, NE61 2EF or email a copy to MLIS@northumberland.gov.uk