

**The Lady Marks Charitable Trust
Grant Application Form**

Please email this application form to: markscharity@rathbones.com

Privacy

Rathbone Trust Company Limited, as Administrators of The Lady Marks Charitable Trust, takes your privacy very seriously and only captures and stores personal information for legitimate interests and with your explicit consent.

I confirm that I have read, understood and agreed to the terms set out in the **Privacy Policy** on pages 5 & 6

Please summarise the key points below:-

Personal Details

Title
First Name
Last Name
Residential Address
.....
.....
Nationality
Phone
Email
Date of birth

Qualifications

Please tell us about your relevant qualifications: please note you may be required to provide evidence.

| Qualifications | | | | |
|----------------|----|-------------|-------|---------------|
| From | To | Description | Grade | Date Obtained |
| | | | | |

Outline of Project

Please tell us **why you need a grant from us**, explaining about your situation.

What is new or significant about this?

What are the aims of the project and how will this be achieved?

Total project budget (please attach a detailed budget breakdown)

For which elements of the project budget are you requesting our grant support?

What other sources of financial support are anticipated (if any)?
(Please state amounts where appropriate).

Have you approached the Lady Marks Charitable Trust before?
(If so, please give dates and amount awarded if successful).

Details of Referee. Please include name, occupation and contact details. Please attach the reference to this application.
(Please note that in the case of graduate students, the reference should be from the applicant's supervisor)

Please email this application to markscharity@rathbones.com

The deadline for applications will be 30 June 2019. Late applications will not be considered. Please note that the planned expenditure must relate to the academic year 2019/2020. Applications cannot be made retrospectively.

NB: The acceptance of a grant application does not imply any obligation on the part of The Lady Marks Charitable Trust and applicants should not make any commitments in anticipation of an award.

The Lady Marks Charitable Trust, 8 Finsbury Circus, London EC2M 7AZ
Tel: 020 73990835
Charity registered in England and Wales. Charity number: 1170755

Data Protection

Rathbone Trust Company Limited, as Administrators of The Lady Marks Charitable Trust, will use your personal information **only** for the purpose of processing your application, which may include taking up personal references.

The person who is the subject of this application **must read and agree to** the declaration statements below:

- I hereby certify that the information contained within this document is a true record of my current situation.
- I understand that all information provided about me in this form will form a manual and computer file, both of which are registered under the Data Protection Act.
- I understand my rights as set out in the Trust's Privacy Policy a copy of which is available upon request

Please sign below to agree to these statements,

Full name

.....

I confirm that I have read, understood and agree to the declaration statements above

Date

Signature

PRIVACY POLICY

The Lady Marks Charitable Trust takes your privacy very seriously. We have adopted this Privacy Policy in recognition of your right to keep your personal information private. The policy describes our privacy practices in relation to our treatment of all personally identifiable information that we collect or hold.

The information we collect

The Trust will only collect personal information from you where it has a legitimate reason to do so and/or you give your explicit consent. When you apply for a grant from the Trust, we will collect information about you so that we can contact you about your application and any grant we make.

How we use your information

The Trust will use the personal information we collect to assess your grant application and contact you in relation to it or any grant that we make. We will not use your personal information for any other purpose without first seeking your consent, unless we are required to do so by law.

Your personal information will be held, only for as long as it is required for our grant-making processes or as long as the law requires.

Confidentiality

Your personal information will be kept strictly confidential. We will not share it with any third-party organisations or individuals. Your personal information will not be sold, given away or shared with anyone else, unless we're required to do so by law.

Access to your information

You can request access to the personal information that the Trust holds about you by contacting our office as set out below. We will provide you with access to your personal information, unless we are legally advised to refuse your request. We will provide the information as quickly as possible. In certain circumstances we reserve the right to charge a small, reasonable fee. Please contact us if you would like more information about this.

If you would like to ask us to change personal information that is out of date or inaccurate, please contact us and we will take reasonable steps to correct the information. If you wish to have your personal information deleted, please let us know and we will delete it wherever practicable.

You have the right to request the erasure of your personal information if you believe that it is being held longer than is necessary for the purposes for which it was collected.

In rare circumstance, we may legally refuse your request to access, amend or delete your personal information. If we do refuse your request, we will let you know the reason.

Withdrawing consent

If you wish to withdraw your consent for the Trust to use your personal information, you can do so at any time using the contact details listed below.

Security

The Trust will take all reasonable steps to ensure that personal information that it holds is secure by storing it in a secure server or secure files. We take security measures to protect your personal information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

The Internet is not a secure method of transmitting information. Accordingly, the Trust cannot accept responsibility for the security of information you send or receive from us over the Internet.

Changes to this Privacy Policy

The Trust may amend this Privacy Policy from time to time.

Contacting us

If you would like any further information or if you have any queries, problems or complaints relating to the Privacy Policy or data handling practices, please contact the Trust at the following address:

The Lady Mark's Charitable Trust
8 Finsbury Circus
London
EC2M 7AZ

You can also contact us by telephone on **020 7399 0835** or email to markscharity@rathbones.com