



Lincolnshire Agricultural Society Trafford Fund

(LAST Fund)

Application Process

Application form submitted to the Lincolnshire Agricultural Society, including information on other funding applied for.	
All applications will receive our standard acknowledgement email or letter.	R Crust
Review and recommendation by the LAST Committee. Consider whether the application suitably demonstrates the required criteria as stated in the guidelines.	C Rothery, S Ward & R Crust
Annual total funding is not a fixed sum and is set in budgets at beginning of each year and approved by the Board of LAS.	A Price
The Chair of LAST Fund to forward the application to the LAS Officers.	C Rothery
Final approval by the Chair of the LAS, Hon. Treasurer of the LAS and CEO.	

If the submitted application form meets the guidelines and criteria, the following steps will be taken:

LAST Fund	
Applications to be considered as received. Review and recommendation by the LAST Committee.	C Rothery, S Ward, R Crust
Final approval of applications by the LAS Officers.	A Buckley, A Price, CEO
The Chair of the LAST to keep a record of all applications submitted, including name; amount requested and amount awarded, if applicable. This record will be shared with the Education Committee meetings (quarterly throughout the year) and will be available to the Trustees and Officers at their request.	R Crust
Payment given to the awardees on signature of the Chief Executive (CEO) and the Lincolnshire Agricultural Society Finance Department.	CEO
The awardees to produce a short report on how the funding was used, the benefits and impact made and must include photographic evidence and testimonials. The report to be sent to the Education Development Manager within 8 weeks of receipt of payment.	
The Chair of the LAST to collate a final report summarising the awardees, amount awarded, evidence of allocation of funding and the benefits and impact to the group as a result. The report to be published in October annually and circulated to the Lincolnshire Agricultural Society Officers and Trustees.	C Rothery

**LAST Committee – Chair of Education Committee, Chair of LAST and Education Development Manager
Currently: S Ward, C Rothery & R Crust**

**LAS Officers – Chair, Hon. Treasurer, Chief Executive Officer
Currently: A Buckley, A Price & T Sleight**