

Before we can make any payments, we need to authorise your charity's bank/building society details. You will therefore need to complete the form below and post\* it to us (to the address below). **Please include official confirmation of your charity's bank/building society account.** This confirmation can be a pre-printed paying in slip for your charity's account, a voided cheque, or a redacted bank/building society statement. **The bank or building society account must be in the name of the charity applying for/awarded a grant.**

We can only make payments into a current account. Our standard payment for grants is BACS and we can only process a BACS payment into an account with a six-digit sort code and eight-digit account number. If your charity's building society account number is different from this then we will make payment by cheque. Two members of the applicant charity's Senior Management Team (SMT) are required to sign the form to confirm the information has been checked and is correct.

Applicant charity	
Grant Reference (internal use only)	
Date of Grant Award (internal use only)	
Registered Charity No.	
Registered Address	
Bank /Building Society Account Name	
Sort Code (6 numbers)	_ _ - _ _ - _ _
Account Number (8 numbers)	_ _ _ _ _ _ _ _

To be signed by two members of the applicant charity's SMT (COVID-19: scanned signatures are acceptable during the current restrictions)  
We confirm that the above bank details have been checked and are correct

(1) Name	
Position	
Signature	
(2) Name	
Position	
Signature	
Date	

Please post\* (1) the completed form (2) the account confirmation with (3) the Trustee Declaration to:  
The Grants Administrator, The D'Oyly Carte Charitable Trust, 6 Trull Farm Buildings, Tetbury, GL8 8SQ

\* COVID-19: We currently are accepting these documents by email to [info@doylycartecharitabletrust.org](mailto:info@doylycartecharitabletrust.org)

**Please do not upload this form to our online system**