



Request for Use of Material *belonging to* The Lily Foundation for Human Development Registered Non-Profit Company in Trinidad and Tobago

1. Applicant Details:

- a. Your Name: _____
- b. Your Organisation: _____
- c. Your Email Address: _____
- d. Your Telephone Number/s: _____
- e. Your Organisation's Website: _____
- f. Your Organisation's Telephone Number/s: _____

2. Material for which Permission is being requested:

- a. Name of Material: _____
- b. Web link to Material: _____

3. Activity/Event for which Material is to be Used at:

- a. Name of Activity/Event: _____
- b. Is your activity/event free: YES ☐ NO ☐
- c. Is your activity/event a religious one: YES ☐ NO ☐
- d. How will Material be used (please explain in detail): _____

e. How many participants will the material be used for: _____

f. Date of Use: _____ Time of Use: _____

g. Place of Use: _____

4. Information for Applicants:

Depending on the nature of the activity/event for which our material is being requested:

- a. a fee may be charged for the use.
- b. a TLFHD representative may be required to observe the activity/event.
- c. The Lily Foundation for Human Development may refuse the request.
- d. A response to your request will be communicated to you via email. If a Fee is applicable, you/your organization will be required to deposit the fee directly to The Lily Foundation for Human Development's bank account before being able to use the requested material.

5. Signature of Applicant: _____ Date: _____

6. Your Organisation's stamp or seal: _____

FOR OFFICIAL USE ONLY

Request Received by: _____

Date Received: _____ Signature: _____

Fee Applicable? YES ☐ NO ☐ Fee Amount: _____

Request Approved? YES ☐ NO ☐ Response Communicated on: _____