

Wellington Children's Foundation Incorporated

wellingtonchildrensfoundation@gmail.com

PO Box 1281, Wellington 6140

Application for Grant

Please refer to the guidelines on the last page before completing this application. Fill this form in onscreen or by hand, and return by email or post by 31 March 2019.

Applicant details

Name of organisation: _____

Postal address: _____

Name of contact person: _____

Address of contact person: _____

Phone: (___) _____ Email: _____

Particulars of services

Briefly state the objects of your organisation:

Are you a branch of a national organisation?

If so, state its name.

Do you receive any government funding?

Give a detailed description of the service or project for which a grant is sought:

Financial information

Estimated total cost of proposed project: \$ _____
(*please attach a detailed analysis*)

Funds already in hand: \$ _____

Other assured grants: \$ _____

Amount sought in this application: \$ _____

How many and who will directly benefit from this project?

Declaration: I declare that in making this application I am authorised to act on behalf of the organisation named above. I declare that the information supplied here and in the attached application is correct, and consent to the information contained in our application being made available to the public. This consent is given in accordance with the Privacy Act 1993.

Name: _____

Where did you hear about us?

Attachments:

Please attach the following:

- a) A copy of the most recent Balance Sheet, Income and Expenditure, and Notes to the Accounts for the last financial year.
- b) Any other information concerning your organisation which would support your application.

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Guidelines for Applicants

- Application forms for grants are available mid-February to 31 March only. The form is available on the website as a PDF file which can be printed from your browser or saved to your computer. If saved and opened, it can be filled in onscreen by double-clicking on each field and typing a response then saving the completed form. Applications are to be emailed to *wellingtonchildrensfoundation@gmail.com* by 31 March. Alternatively, they can be posted to PO Box 1281, Wellington 6140, to be received by 31 March.
- If applications are sent by mail they should be posted *without staples* and in an A4 envelope.
- Any queries to our email address *wellingtonchildrensfoundation@gmail.com* will be checked daily during the above dates and at least once a month for the rest of the year.
- Limited funds are available. Our aim is to directly help children in need by **supporting small projects or the purchase of items**.
- No funding is available for salaries or for the purchase of land or buildings.
- Applications should include the organisation's most recent financial statements.
- The decision of the Trustees is final, and no correspondence regarding the allocation of funds will be entered into.
- The Wellington Children's Foundation reserves the right to publish the names of successful applicants and details of their grants.

Note for Applicants

We have noticed in recent years that a number of applications have been worded in very general terms, seeking funding for general operational expenses, rather than requesting funding for **projects or items that directly help children in need** as clearly specified in the Guidelines for Applicants above. Please note that your application may not be considered if it does not comply with these Guidelines.

Requirements for Successful Applicants

- Grants must be used for the purpose stated on your application form. The amount of the grant must be spent by **30 November** in the year of receipt.
- Receipts and invoices must be sent to us by 30 November in the year of receipt. **Part of the requirement of receiving a grant is to send or email documentation of the expenditure by the notified date. Failing to comply could jeopardise further grants.**
- If you do not use the entire grant you must return the unspent amount.