

# **Polish Charitable & Educational Trust**

## **Application Form for Organisations/Individuals (Cat A)**

### **1 - General Details**

1.1 Applicant's Name \_\_\_\_\_

1.2 Postal Address \_\_\_\_\_

1.3 Email Address \_\_\_\_\_

### **2 - Organisation Details (if applicable)**

2.1 Nature of the organisation (e.g. an incorporated society, charitable trust, etc.)

2.2 Number of people involved: Members/Staff/Volunteers

2.3 Aims and objectives of the organisation

2.4 Website address:

2.5 Contact person details:

Please supply a copy of Certificate of Registration/Incorporation (if applicable)

### **3 - Project Details**

3.1 Project title

3.2 Project timeframe

3.3 Statement of purpose for which funding is sought

3.4 How will the Polish community in New Zealand benefit from this project?

3.5 Referees:

Name:

Email:

Name:

Email:

**Please supply a project outline/proposal** [attach as a separate sheet if necessary]

**4 - Financial Details**

4.1 Amount of funding sought:

4.2 Applicant’s Bank Account details:

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

4.3 Other sources of funding (e.g. grants, loans, own funding):

Source of funding	Type	Amount	Expected Advice Date

**Please attach:**

- Pre-printed bank deposit slip previously
- Planned budget for the project
- Quotes for goods/services required for the project
- Most recent set of audited accounts (organisations only)
- 

**5 – Project Track Record**

Details of other similar projects successfully delivered by the applicant. For each project please provide dates, a brief description and the project budget amount. [attach as a separate sheet if necessary]

**6 - Declaration**

I declare that the information supplied in this application is true and correct:

Name \_\_\_\_\_

Signature:

Date: \_\_\_\_\_

**7 – Application check list**

1. Have you answered all questions in this application?
2. Have you attached a pre-printed bank deposit slip?
3. Have you attached organisation’s most recent set of audited accounts?
4. Have you attached the project outline/proposal?
5. Have you attached the planned budget for the project?
6. Have you attached quotes for goods/services required for the project?
7. Have you attached any supporting material (e.g. letters of support)?
8. Have you attached a copy of certificate of registration/incorporation?
9. Have you signed this application?


**Completed applications can be posted to:**

The Polish Charitable & Educational Trust  
 c/o Maciaszek Brown Law  
 PO Box 42059  
 Christchurch 8141  
 Or emailed to: [admin@polcet.org.nz](mailto:admin@polcet.org.nz)

**Note: Incomplete applications will not be processed unless all the details have been received by the Trustees before the application closing date.**