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** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**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? |  |
| 1. Have you attached a pre-printed bank deposit slip? |  |
| 1. Have you attached organisation’s most recent set of audited accounts? |  |
| 1. Have you attached the project outline/proposal? |  |
| 1. Have you attached the planned budget for the project? |  |
| 1. Have you attached quotes for goods/services required for the project? |  |
| 1. Have you attached any supporting material (e.g. letters of support)? |  |
| 1. Have you attached a copy of certificate of registration/incorporation? |  |
| 1. 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

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