

Application Form

(Applications must be received by 27 September 2019 to be considered – projects to be completed within an agreed timeframe)

Please answer all the questions (if not applicable please enter "N/A") and supply all the information required in support.

Name of Organisation:

1. **Address:** Street
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District/City
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Postal
.....
Telephone

2. **Contact Person:** Name
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Position
.....
Telephone (Bus) (Res)
.....
Facsimile (Res)
.....
E-mail
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3. **Are you a Charitable Trust, Incorporated Society or Other?**
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If Other, please specify:
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4. **Names of Principal Officers:**
Chairperson:
Treasurer: Secretary:

8. Do you anticipate any material change in your organisation’s financial circumstances in the next 12 months?

Yes	No
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If so, please explain:

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9. What financial value of assistance is your organisation requesting from Polson Higgs? \$

How much money has your organisation set aside/already raised for this project? \$

The balance of cost to be found is \$

TOTAL COST OF PROJECT \$

10. Give a full description of your organisation’s project or purpose for which assistance is sought. (Continue on a separate sheet if necessary)

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11. Tell us why this project should be funded. How it will assist your organisation in meeting a need. (Continue on a separate sheet if necessary)

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12. **Supply details of how the project or assistance will benefit the organisation and the wider community and who will benefit.**

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13. **Is your organisation entitled to receive funding assistance towards this project from any other source, e.g. central or local government, your head office or other? (Please specify)**

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14. **Your organisation must be registered with the Charities Commission; or be a primary, intermediate or secondary school.**

Please provide us with your charities registration number. A charities registration number can be obtained from the Charities Commission. For further information go to www.charities.govt.nz

Note: *A letter from the Inland Revenue Department is no longer sufficient evidence of charitable status.*

**15. Has your organisation applied to any other funding agencies for this project?
(Please provide details)**

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16. Please provide us with copies of those items listed below. If any of the documents requested are not available, please advise of the circumstances.

- a Annual Accounts (i.e. your most recent accounts);
- b Annual Report;
- c Any other relevant documentation to support your request.

17. If you wish to supply any further information you believe would support your organisation's application, please do so here, or as an attachment.

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18. APPLICANT'S DECLARATION:

- a This application has the formal approval of our controlling Board/Committee/Authority, and
- b to the best of my knowledge, the information provided herein and on the supplementary sheets is true and correct, and
- c that further information provided by us during the course of assessment of this application will be true and correct, and
- d we acknowledge that any decision made by Polson Higgs is final. We accept that no reasons for such decision will be given, nor will any correspondence be entered into.

For and on behalf of our organisation:

Name (print):	Signature:
.....	Position:
.....	Date:

APPLICATIONS CLOSE Friday 27 September 2019

- EMAIL TO:** maggie.burgess@ph.co.nz or;
- POST TO:** Maggie Burgess, Polson Higgs, P O Box 5346, Dunedin 9058
- COURIER:** Polson Higgs, 139 Moray Place, Dunedin 9016
- BY HAND:** As for Courier