

## Application Form

(Applications must be received by 30<sup>th</sup> April 2021 to be considered in the second round – 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 .....

District/City .....

Postal .....

Telephone .....

2. **Contact Person:** Name .....

Position .....

Telephone (Bus) ..... (Res) .....

E-mail .....

3. **Are you a Charitable Trust, Incorporated Society or Other?** .....

**If Other, please specify:** .....

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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<b>9. What financial value of assistance is your organisation requesting from Polson Higgs?</b>	\$
<b>How much money has your organisation set aside/already raised for this project?</b>	\$
<b>The balance of cost to be found is</b>	\$
<b>TOTAL COST OF PROJECT</b>	\$

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](http://www.charities.govt.nz)

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



**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 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      30<sup>th</sup> April 2021**

**EMAIL TO:**    [maggie.burgess@ph.co.nz](mailto: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