
PACIFIC DEVELOPMENT AND CONSERVATION TRUST

Application Form

All six pages of this application form must be completed, together with the Referee's Statement (see page 7)

Name of Project:

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A Section A: APPLICANTS:

1. What is the name of your organisation? Please give a brief description and your general aims. If an individual, please tell us briefly about your occupation, experience and qualifications relevant to your project.

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2. What is the name of the person who will manage your project? What is their current occupation?

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3. What qualifications does this person have to help this project succeed? What experience has this person had with similar projects?

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4. Please provide names of 2-3 members of your organisation who are also appropriately skilled.

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5. CONTACT PERSON

Name and Postal Address:

 Phone (Work):

 Phone (Home):

 Fax:

Email:

6. Where will the project be carried out? If you are a non-NZ applicant group, please provide an A4 or Quarto size map and map reference of where your project is located.

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B

Section B: PROJECT:

Please answer the following questions to the best of your knowledge. This will help the Trust gain a better understanding of how the project will meet the specific needs in your community.

7.

Please give a brief outline of the proposed project:

8.

Why do you think there is a need for this project in your community?

9.

How will this project meet that need?.

10.

Do you know of any similar projects that have been carried out in the past? If so, please give details.

11.

Were these projects successful? If YES, what were the reasons for their success? If NO, how will your project improve on previous efforts?

12.

In what way is your project likely to benefit members of (a) your group, and (b) the wider community?

13. In what way is your project sustainable and/or how does it promote self reliance?
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14. How will your project help meet the needs of future generations?
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15. If you are part of a co-operative group, please give details of the number of people in the group and how it is organised:
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16. How will members of the group and/or community participate in the project?
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17. How will women participate in and benefit from the project?
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18. Have you received funding from any other sources? If YES, please name the source and include details of their involvement:
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19. Grants will be made for charitable purposes only. Is your group an incorporated society or a charitable trust? If not, please explain how your project is charitable:
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20. Is this: (please tick) ☐ a new project? Or ☐ a continuation of previous work?
21. Expected start date: Expected Finish Date:
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C. Section C: PROJECT COSTS

22. Total estimated cost: \$_____ Amount applied for: \$_____

23. Please list, in order of priority, the project expenses to be met by the grant. Please do not include the cost of voluntary labour. Attach copies of quotes and price lists (as appropriate) to confirm the cost of items.

Item 1:	Cost:
Item 2:	Cost:
Item 3:	Cost:
Item 4:	Cost:
Item 5:	Cost:
Item 6:	Cost:
Item 7:	Cost:
Item 8:	Cost:
Item 9:	Cost:
Item 10:	Cost:

Total Cost:

24. If the total cost of the project is more than the amount you are applying for, where will the rest of the money come from:

Item:	Cost:	Source:
Item:	Cost:	Source:
Item:	Cost:	Source:
Item:	Cost:	Source:
Item:	Cost:	Source:
Total:		

25. How much money or other resources (e.g. labour, materials) can you/your group contribute?
Please estimate the value of labour etc.
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26. If the Trust is unable to fund the full amount, would a small grant still be of assistance?

Yes☐

No☐

27. If the project is on-going but not self supporting, how do you propose to support it?
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D Section D: ORGANISATION FINANCE :

28. What are your organisation's main sources of funding for your current financial year? Include amounts already received through fund-raising and other means.

Confirmed:

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Proposed:

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29. Please explain why any money held by your organisation is not going to this project:
(We understand that you need funds to manage your organisation or to run other projects)

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30. Attach copies of current annual accounts if your organisation has been in existence for more than two years.

31. If your audited annual accounts are more than 12 months old, or if your organisation is less than two years old, please provide copies of up-to-date statements of income and expenditure and copies of bank statements that cover the last three months.

32. For new organisations please provide a proposed annual budget.

33. If you are not able to provide current audited accounts, please explain why they are not available:

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34. Have you received funding from the Pacific Development and Conservation Trust on a previous occasion?
If YES, please tell us how much you received, the year you received it, and the name of the project you received the funding for. Please attach a copy of the final report of the earlier project.

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PERSONAL INFORMATION NOTICE

Information about applicants and referees provided to the Trust will be held by the Secretariat for the purpose of permitting the Trust to assess and evaluate the application, and to administer the grant. Information supplied may be passed onto other relevant agencies to assist with the evaluation of the proposal.

Names of grant recipients and the amounts of grants will be made public. This information will be published in the Trust's Annual Report and may be published elsewhere from time to time.

Each applicant and referee consents to the use and disclosure of their personal and other information in the manner above described. If requested information with respect to the applicant and the referee is not supplied, the application may be declined for consideration.

Applicants and referees may, under the Privacy Act 1993, request access to and correction of their personal information by the Trust. These requests must be in writing.

The Secretariat is subject to the Official Information Act and may be required to release information in terms of that Act.

DECLARATION: (Must be completed by the applicant)

I certify that to the best of my knowledge the information in this application is complete and correct.

“In signing this form, and if this application is successful, I agree to return a progress report to the Pacific Development and Conservation Trust at six-monthly intervals after the grant is uplifted; and I agree to return to the Trust on completion of the project a report which details that the grant has been spent in the manner stated in this form, advises of any problems encountered during the completion of the project and assesses the success of the project; and I agree to submit additional reports when requested to do so by the Trust.

In signing this form, I further agree that should the project not go ahead I shall return any money received from the Trust; and I acknowledge that, where an award is paid in instalments, failure to provide timely reporting may imperil continuance of the grant; and I agree to the conditions outlined in the Personal Information Notice detailed above.”

Signature of Applicant: Date:

Signature of Director: Date:
(if appropriate)

Referee's Statement

- This section should be filled out only by a suitable independent person who has sufficient knowledge of the applicant(s), of the project and the type of project being undertaken.
- The Referee cannot be the applicant or a member of the group making the application.
- As a Referee you will be required to monitor the project, and to submit directly to the Trust reports at six-monthly intervals, on completion of the project and at the request of the Trust.
- Please return this statement directly to the Pacific Development and Conservation Trust, PO Box 10-345, Wellington, New Zealand.
- Applications close on 1 March and 1 September of each year. Please return this form to the Trust by the appropriate date for the current funding round.

1. Name:

2. Postal Address:

 Phone (Work):

 Phone (Home):

 Fax:

Email:

3. Name of the organisation (if any) you represent:

4. Please comment on what qualifies you to act as a referee for this project:

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5. Please comment on the applicant's capability and qualifications to carry out this project successfully:

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6. What are the benefits of this project? For village-based projects, please assess whether receiving funding from the Trust would lead to sustainable development or lead to continuing aid dependence.

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In signing this form I confirm that I have read the Information Sheet of the Pacific Development and Conservation Trust and the completed Application Form of the applicant organisation; and I agree to the conditions as outlined in the Personal Information Notice on that form.

In signing this form, and if the application is successful, I agree to monitor the project; and I agree to submit a report at six-monthly intervals after the grant has been paid which details the progress of the project, assesses the success of the project to date and discusses any problems which may have been encountered; and I agree to submit a report on completion of the project which details that the grant has been spent in the manner detailed in the application form, advises of any problems encountered during the project and makes an assessment of the success of the project; and I agree to submit additional reports at the request of the Trust."

Signature of Referee: Date:
