

HOSTEL OF THE HOLY NAME TRUST

Application for Funding

IMPORTANT INFORMATION:

- a) There are two funding rounds each year. The closing dates for applications are **31 March** and **30 September**. Applications must be received by 5pm on these dates at the latest.
- b) If an organisation has unused funds from a grant previously awarded by the Trust, a new or subsequent funding application will not be considered until all funds are utilised and an Accountability Report has been submitted.
- c) The **official Application for Funding form** must be used and it must be signed by an authorised person.
- d) An **official bank deposit slip** for the organisation must be supplied.
- e) **Supporting documentation**, including a budget, must be attached for your application to be eligible.
- f) The application process takes approximately **three months** from receipt of applications. Communication regarding applications will be made via email, or by post if no email address is provided.
- g) All successful applicants will be required to submit an Accountability Report within 12 months (or earlier) of receiving grant funds.

ORGANISATION DETAILS

Legal Name:			
Physical Address:			
Postal Address:			
Telephone:			
Website (if any):			
Organisation Type:	<input type="checkbox"/> Charitable Trust	<input type="checkbox"/> Incorporated Society	
	<input type="checkbox"/> Ministry group	<input type="checkbox"/> Affiliated to another Body, please specify: _____	
	<input type="checkbox"/> Archdeaconry group	<input type="checkbox"/> Other, please specify: _____	
Contact Person Details:			
Name:			
Position:			
Telephone:	DDI:		Mobile:
Email:			
Please detail your organisation's link to the Anglican Diocese of Auckland:			

Mission Statement/Statement of Purpose of Organisation <i>(brief summary only):</i>

FINANCIAL DETAILS		
Amount requested:	\$	Budget Attached: <input type="checkbox"/> Yes
Has this organisation applied to the Trust previously?	<input type="checkbox"/> Yes <i>(please provide details)</i> <input type="checkbox"/> No	Last accepted application: Date: _____ Amount: \$ _____ Accountability Report Completed <input type="checkbox"/> Yes
Are funds being applied for from any other sources?	<input type="checkbox"/> Yes <i>(please provide details)</i> <input type="checkbox"/> No	Details of other funding sources:
<i>Please attach an official bank deposit slip (on bank stationery) for the applying organisation. This will be used to deposit grant funds if they are awarded.</i>		

PROJECT DETAILS
<i>Please use additional pages to provide answers to the below. Supporting documents for the project, including the budget, must be attached to this form.</i>
General description of project:
Who is expected to benefit from this project?

State specific purpose funds will be used for (please attach Budget):

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APPLICATION CHECKLIST



Completed official Application for Funding form and signed by an authorised person	
Project budget	
Official bank deposit slip	
Any other supporting documents	
Posted or emailed prior to cut off dates of each round	
Accountability Report submitted from previous grant(s) <i>if applicable</i>	

You will receive confirmation (email or phone) of your application. Please contact the Administrator if you do not receive confirmation within 48 hours of application closure date – 027 240 0513.

I, _____ (contact person) agree the information provided is true and correct and I am authorised to apply for funding on behalf of _____ (organisation).

Signature: _____ Date: _____

PLEASE EMAIL YOUR APPLICATION FORM AND ALL SUPPORTING DOCUMENTS TO:
Hostel of the Holy Name Administrator - Email: hosteloftheholynome@aucklandanglican.org.nz
(alternatively applications can be posted to PO Box 37242, Parnell, Auckland, 1151)

Hostel of the Holy Name Admin Use Only:		Application No: _____
Date Received: _____	Signed: _____	Legal Status Checked: <input type="checkbox"/> Yes <input type="checkbox"/> No