

## GRANT APPLICATION

The Manchester Unity Welfare Trust Board has funds invested in accordance with the Trustee Act 1956 and the income thereof shall be paid to such charities registered under the Charities Trust Act 2005 or the Incorporated Societies Act 1908 and exempt from income tax by Inland Revenue.

The Trust will consider grants in accordance with its aims which is to provide care, services and support for the elderly in Christchurch and Canterbury as shall at the discretion of The Manchester Unity Welfare Trust Board be deserving of assistance and in such proportions as shall be decided by the Board.

**Please Note:**

- 'elderly' is defined as 65 years of age and over and projects submitted must be exclusively for the benefit of that group.
- If any successful grant application includes any staff costs or project coordination costs, then any funding approval for these costs will only be for one year.
- If any successful grant application includes any contribution towards rent, then any funding approval for these costs will only be for one year.

1. **Full name of organisation applying:**.....

Mailing Address.....

Physical Address.....

Registered Charity Number.....

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

Mailing Address.....

Telephone      Work.....

                    Mobile.....

                    Email.....

3. **Elected Officers:**

Chairperson:.....

Treasurer:.....

Secretary:.....

Auditor:.....

4. **Aims and Objectives of the Organisation:**

Date Established.....

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.....

5. **Details of Project for which Grant Application is being made:**

Please provide specific details of the project

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How many over 65's are expected to benefit from the project.....

How will it be monitored that only over 65's benefit from the project.....  
.....

Outcomes expected on completion of the project:.....  
.....

Project Cost (excl GST) \$.....

Grant Application (excl GST) \$.....

Application to be supported by quotes from suppliers (if applicable).

**6. Describe present work/services currently provided to support aged care in Canterbury:**

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**7. Information to be provided with application:**

- a) Full set of latest annual audited accounts.
- b) Chairperson's latest annual report.
- c) Minutes/Resolutions to apply for a grant.
- d) Copy of Charities Registration.
- e) Trust Deed/Constitution and any variations thereof.
- f) Suppliers quotes if applicable.
- g) Any other supporting information.

**8. Application process:**

- a) Trustees of The Manchester Unity Welfare Trust Board will meet annually to consider all applications received.
- b) Applicants may be required to provide additional information to support the grant application.
- c) All applicants will be notified of the Board's decision and successful applicants will be invited to attend a presentation function.
- d) A report providing details on the progress of the project and outcomes to date must be provided to the Board by **31 January** in the year following the grant payment.
- e) If a grant is approved for the specific purpose as set out in the application form and the funds are not used for this specific purpose or if the final cost of the project is less than the grant approved, then the grant or surplus of funds will be required to be repaid to The Manchester Unity Welfare Trust Board.
- f) All advertising material prepared for the project is to feature The Manchester Unity Welfare Trust Board logo as sponsor of the project.
- g) Representation from the Board will be available to attend any function to acknowledge the commencement or completion of any approved project.
- h) All communication is to be forwarded to:

The Manchester Unity Welfare Trust Board  
PO Box 29 189  
Riccarton  
Christchurch 8440  
Email: [jenny@rodgers.net.nz](mailto:jenny@rodgers.net.nz)