

Application form

Yours to Complete. Please Insert Lines as needed.

PART A – YOUR CONTACT DETAILS

1. Today's date.
2. Project Start date.
3. Name of organisation.
4. Postal and street address.
5. Main contact person (name, role in project, address, contact phone, email).
6. Any internet presence your group has.

PART B – YOU

1. What is the purpose and function of your organisation/group?
2. Tell us about the organisational structure of your group (e.g. governance, number of volunteers, regular meetings).

PART D – PROJECT DETAILS

1. Attach a clear project proposal (maximum two pages) that includes:
 - ✓ How is your project important for the city. Do similar projects exist in Palmerston North?
 - ✓ Your project goals and objectives;
 - ✓ Target audience;
 - ✓ How the project objectives will be achieved?
 - ✓ Project results. Include here the project's environmental sustainability outcome(s) and how it will address the related Contestable Grants criteria;
 - ✓ How will you monitor and report on the outcomes of your project? Include here how you will measure the success and impact of the project on local environmental sustainability.
2. Please attach the project timeline including start and completion dates and the person responsible for each action.
3. Please attach a complete project budget, and supplier quotes where applicable.
4. If you are applying for funding for a specific stage of your project, please provide details of both that section and for the entire project. If the requested funding amount is not going to meet 100% of your costs, please include details of how you expect to fund the remainder.

Reporting

I agree:

- to provide a complete report, which includes both descriptive and financial information. The report will include a narrative account of what was accomplished by the project, description of progress made towards achieving the goals of the grant, and photos and/or video materials of the project activities;
- to invite PNCET to at least one event or meeting within the timeframe of the project;
- that I / our group will respond in a timely manner to any requests for further reporting information from the PNCET board;
- that the decision of the Palmerston North City Environmental Trust Board is final and no further discussion will be entertained.

Name _____

Signature _____