

# APPLICATION FOR SMALL GRANT

Name of Church		Date of Application	
Name of Contact Person		Telephone	
Email		Postal address	
Name of Presbytery		Amount applied for	

## 1. PROJECT DESCRIPTION

**a. Title of Project**

**b. Description of project**

**c. What are the main aims of the project (be specific)**

**d. How does this project fit in with your current mission plan? (please attach plan to this application)**

**e. How do you know there is a need for this project? (What research has been carried out?)**

**f. Who will lead the project? What relevant skills and experience do they have?**

## 2. PROJECT BUDGET

**a. What are the costs of this specific project?**

*(these are only examples, please overwrite with what is relevant to your application)*

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Item	Cost
<i>Salary / stipend</i>	
<i>Personnel expenses (e.g. Housing Allowance, KiwiSaver etc)</i>	
<i>Administration</i>	
<i>Office supplies</i>	
<i>Telephone, broadband etc</i>	
<i>Resource and activity materials</i>	
<b>TOTAL EXPENSES</b>	<b>\$</b>

**b. What funding has been identified for this project?**

*(these are only examples, please overwrite with what is relevant to your application)*

Funding source	Amount	In hand / raised	Applied for
Congregation*			
<i>Other grants (name them)</i>			
<i>General fundraising</i>			
<i>User fees</i>			
<i>Other</i>			
PressGo grant (requested)			
<b>TOTAL INCOME</b>	<b>\$</b>		

\*Congregation contribution, either from accumulated funds or from specific giving must be at least 50% of the total project

**c. Is there a shortfall between Income and Expenditure? If so how do you plan to cover the difference?**

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## 3. HOW WILL YOU MONITOR AND EVALUATE THIS PROJECT?

a. Please provide details of how you will know the project is on track and the methods you will use to evaluate it 12 months after receipt of a grant. e.g. user feedback, community survey, media clips etc.

## 4. APPROVALS

a. Date this application was approved by Church Council:

b. Is there anything in this application that must be approved by Presbytery or Church Property Trustees?

c. Are your payments of Assembly Assessment and Presbytery Levies up to date? Are you up to date with filing your annual returns with Charities Services? If not, why?

## WHAT YOU MUST ENCLOSE WITH THIS APPLICATION FORM

- Your latest Mission Plan
- Your latest Annual Report and Financial Statements
- Job descriptions for positions that are part of the project, or you are seeking funding for
- Other material relevant to this specific project

## WHAT HAPPENS NEXT

- This application is reviewed by the PressGo team and we may come back to you to clarify any aspect of it. We may contact your Presbytery and discuss the project to see how it fits with their Strategic Plan. In signing this application, you give us permission to discuss it with others.
- We will advise you when to expect a decision on your application.
- A favourable decision may be for a smaller grant than you are seeking and we may place conditions on the grant in some circumstances.
- We reserve the right to decline an application and no correspondence will be entered into regarding that decision.

## APPLICANT SIGNATURES

Signature		Signature	
Name		Name	
Role		Role	

## APPLICATION FOR SMALL GRANT

Date		Date	
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To discuss a potential project or an application please contact the PressGo Catalyst on 027 4455 723, or [lisaw@presbyterian.org.nz](mailto:lisaw@presbyterian.org.nz). Applications can be sent electronically to this address or mailed as hard copies to: PressGo Catalyst, P O Box 13-103, Dunedin 9052.