

# IHC FOUNDATION: Formal Application Form (Organisations/Groups)

The information from your initial application form will be added to the more detailed information you provide below. Please advise us if any of those initial details have changed.

Name of organisation/group:	Charities Commission Registration Number:
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Have you received a Foundation Grant before? Yes  No

Is the project a new initiative or an existing activity? New  Existing

## 1. Organisation Details

1.1 What are the aims of your organisation/group?

1.2 What is it that you mainly do (core business)?

1.3 How many workers do you have (full-time equivalents)?

1.4 How long have you been operating?

## 2. Project Details

2.1 Describe your project and its main objectives

2.2 How have you identified the need for this project?

2.3 How does it fit with the Foundations priorities?

2.4 How many people will benefit?

2.5 Which age group will primarily benefit?

2.6 Which specific ethnic group will benefit most?

2.7 Which area/region will your project cover?

**3. Project Funds** (please specify whether the costs are gst inclusive or exclusive)

3.1 What is the overall cost of the project?

3.2 How much funding are you requesting from the Foundation?

3.3 Please provide details of how the amount requested is made up (provide a project budget making clear what costs are to be covered by the Foundation grant)

3.4 Please identify any other sources of funding in this project

Funder	\$ applied for	\$ granted

3.5

3.6

3.7

**4. Financial Position**

4.1 What is your organisation/group's most recently completed financial year?

Start Date

End Date

(day/month/year)

(day/month/year)

4.2 What was your organisation/group's total income for that period?

4.3 What was your organisation/group's total expenditure for that period?

4.4 At your balance date, what were your organisation/group's total current assets? (eg. bank accounts, term deposits, accounts receivable, etc)

4.5 At you balance date, what were your organisation/group's total current liabilities? (eg. money you owe others in the next financial year, bank overdrafts, accounts payable, etc)

**5. Additional Information**

Please provide any additional information to support your organisation/group's application

**6. Accompanying Documentation**

To support your application please include a copy of:

- most recent annual report including accounts, preferably audited
- your certificate of incorporation
- your constitution, rules or Trust Deed
- evidence your organisation has charitable status

**7. Sending your form**

Send your application by post or courier (not fax) to:

IHC Foundation  
PO Box 4155  
WELLINGTON

Make sure you have completed all the sections in the application form.

Closing date: 31<sup>st</sup> March

It takes up to 2 months from the closing date for us to advise you of the result of your application.

**5. Your assurance**

As applicant I/we

- Allow the Foundation to collect information about our organisation/group from other sources in order to assess this application
- Agree that any grant will be used for the purpose specified or returned to the IHC Foundation
- Agree that if we receive a grant, we will provide a brief report within 12 months or receipt of funds

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_