

## REQUEST FOR WELFARE ASSISTANCE GUIDELINES

The strategic focus of the DV Bryant Trust for 2018-2023 is “*Strengthening communities in the Waikato through supporting children and youth, innovative education initiatives and projects addressing inequality*”.

The Board is prepared to consider applications from groups operating within the WAIKATO REGION\*. The application must come from a group and be signed by a responsible Executive member as the Trust does not consider applications from individuals. Excluded activities include overseas projects or visits, sporting and arts. \* Note: Region includes Hamilton, Thames/Coromandel, Hauraki, Matamata-Piako, South Waikato, Waipa, Waitomo, Otorohanga & Ruapehu.

The Trust will normally consider only one application from a group within a twelve-month time frame. If a group considers that it desires finance for more than one project, the group must apply prioritising the projects for which financial assistance is sought.

The Trust does not have an application form in the belief that applicants can best express their needs in their own specific manner. However, please complete the one-page ‘*Grant Application Executive Summary*’ form (available online and on request) and include with your proposal documentation. The Trust meets bi-monthly, enabling applications to be dealt with in a reasonably short time frame.

Applicants should prepare a proposal including the following:

- Background:** Details of the name and aim of the organisation, size of your membership and a brief statement of the group’s objectives, history and philosophy.
- Project Description:** Outline your overall plan and objectives.
- Purpose:** The Board is interested primarily in areas of human welfare, particularly relating to people who are disadvantaged by personal or social circumstances. Your project must benefit the wider community as well.
- Detailed Budget:** Details of costing and planned programme are required. Specify clearly the amount that you are asking the Board to consider providing and the exact purpose for which funding would be used.
- Other Funding:** Please supply details of all other funding applied for, together with specific funds already received.
- Future Plans:** If the project is ongoing, what plans have you for long term funding?
- Contact Details:** Provide the names of those responsible for your activities, postal address, daytime contact phone number(s) and email addresses.
- Financial Statement:** Please supply a current year budget, together with a copy of your most recent Annual Accounts, preferably audited.
- Referees:** If you haven’t applied to the DV Bryant Trust previously, please attach any letters of support you may have and provide the name and contact details of two people prepared to act as Referees for your request/organisation.  
Note: These can be sister organisations, clients, community leaders & professional services.
- Bank Account:** All grants accepted are paid via internet banking. Please provide the bank account details of your organisation by way of bank deposit slip, or a copy of a recent Bank Statement showing the account name and number.
- Authorisation:** The application needs to be signed by an authorised executive member of your organisation.