



**Wellington Methodist Charitable and  
Educational Endowments Trust**

**SCHOOL GRANT APPLICATION FORM 2023**

**About the Trust**

The objectives of the Trust are to help maintain, educate, support, and develop children and young people, of Māori or of other cultures and races in Aotearoa New Zealand.

**Criteria for grants**

We provide grants to schools, kura, early childhood centres, and school-related organisations in the greater Wellington region, to support projects that are focused on the personal development of children and young people. We look particularly for projects that are innovative and creative and help address inequality.

**Closing date for applications: Saturday 31 December 2022**

Applicants will be notified of the trustees' decisions by the end of March 2023. Grants will be paid to successful applications shortly after notification.

Please answer all questions on this form; boxes will expand to accept your answers.

**School or organisation details**

**Name of school/organisation**

**Address**

**School roll**

**School Decile**

**Contact Person**

**Email**

**Phone**

**Charities Registration No:** (if applicable)      cc

**Amount requested**

(Grants do not incur GST)

I confirm that the information in this application is correct and accurate and that I have the appropriate authorisation to submit this application:

**Signature**

**Date**

## **Proposal outline**

### **Please describe your school community**

*Please provide information on about your school community, such as your community demographics, contributing families, needs assessment, economic factors and surrounding community support.*

### **Benefits**

How will your project benefit children and young people, and help reduce inequalities?

## Success Indicators

How will you demonstrate your project has been successful? What are your KPIs and what targets are you setting? These indicators should relate to your targets and be SMART. Please show how you will record and report back. If you have any baseline numbers, these should be noted.

(**S**=Specific, **M**=Measurable, **A**= Achievable, **R**=Realistic, **T**=Timely)

Reporting on the KPIs should form part of your report back to the Trust against the targets set.

### KPI Examples

| <b>Indicator</b>                                       | <b>Method</b>                   | <b>Target</b> | <b>Timing</b>             |
|--|---------------------------------|---------------|---------------------------|
| <i>Example: Number of students attending a session</i> | <i>count students/take roll</i> | <i>20</i>     | <i>End of School year</i> |
| <i>Example: Sessions planned for the programme</i>     | <i>record sessions achieved</i> | <i>10</i>     |                           |
|  |                                 |               |                           |
|  |                                 |               |                           |
|  |                                 |               |                           |
|  |                                 |               |                           |
|  |                                 |               |                           |
|  |                                 |               |                           |

## **Funding**

Please provide detailed costings for your project.

### **Other sources of funding**

Are funds being sought from other sources? What will happen if only part of the amount sought from the Trust is granted? If only part of the programme will be delivered, please specify your spending priorities.

## Notes to applicants

- Only one application will be accepted per school each year. 'Clusters' of schools may apply together.
- The Trust prefers to fund local projects or school-related organisations; it is therefore unlikely to fund applications from major or national organisations who have access to national funding sources.
- If a grant is received, a report on your project outcomes should be sent to the Trust Secretary by Friday 1 September 2023.
- If you have any questions about how to complete this form, or if any contact details or project details change after you have submitted your application, please email the Trust Secretary at: [WellingtonMethodistTrust@gmail.com](mailto:WellingtonMethodistTrust@gmail.com)

## Application and Supporting Information Checklist

To complete your application, please email the following:

1. Your completed and signed application form (e-signature is acceptable)
2. Your latest financial statements or accounts (audited if available)
3. Your latest annual report or AGM minutes

*\*A single pdf pack of documents 1-3 is preferred (if possible).*

4. Your deposit slip or bank statement, with account name and number clearly showing

## Submitting your application

Please email your completed and signed application form, together with your supporting documents to: [WellingtonMethodistTrust@gmail.com](mailto:WellingtonMethodistTrust@gmail.com)

**Emailed applications should be received by Saturday 31 December 2022**