

**APPLICATION FORM  
MEDIA & COMMUNICATION ENDOWMENT FUND  
(Subsidiary of PAC)**

**IMPORTANT:**

- **Closing Date for applications is 5pm on June 30<sup>th</sup> each year.**
- Your Parish application **must be signed off by the Synod Superintendent** or for *Organisation's by the Board Chairperson*; or for TTM/Rohe either the Tumuaki and/or Liaison Person.
- Late applications will not be considered.
- Applications will be returned for resubmission, deferred or declined, if incomplete information is given.

**Send completed form to:**  
Trish Moseley-Taylor  
Methodist Communication Fund  
PO Box 125 194  
St Heliers, Auckland 1740  
[patriciamoseley44@gmail.com](mailto:patriciamoseley44@gmail.com)

**NAME OF PARISH / BOARD** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**AMOUNT OF PROJECT** \_\_\_\_\_ **[GRANT]**

**DESCRIBE PROJECT AND ITS PURPOSE AND BENEFITS** \_\_\_\_\_

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**HOW WILL SUCCESS OF THE PROJECT BE DETERMINED?** \_\_\_\_\_

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**SUPPLY DETAILS OF THE BUDGET AND COSTINGS** \_\_\_\_\_

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**[Note: Normally no more than 50% of project costs with a max of \$2500 will be approved]**

**If a large project please divide into sections and prioritise with costs**

**ATTACHED QUOTES: [Two required] [PLEASE INDICATE WHICH IS PREFERRED AND WHY]** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU APPLIED TO OTHER SOURCES OF FUNDING FOR THIS PROJECT?**

**[Give details]** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IF NO PLEASE EXPLAIN WHY** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DECISION OF PARISH COUNCIL OR BOARD FOR THIS PROJECT APPLICATION**

**[Please attach copy of minutes]**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED BY**

\_\_\_\_\_  
**CHAIR PARISH COUNCIL OR BOARD**

\_\_\_\_\_  
**SYNOD SUPERINTENDENT**

**Should the project not proceed the funds granted must be returned to the Media & Communication Endowment Fund for redistribution.**

**FOR ALLOCATION COMMITTEE USE**

Date Application Received \_\_\_\_\_

Has any additional material been requested? YES /NO

Grant / Loan Approved /Declined

Amount: \_\_\_\_\_

**COMMITTEE NOTES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form MUST be included with your application and indicate its completed**

**CHECKLIST:** ensure all documents are correct and signed before emailing or sending.

Requirement	Completed
1. Application to be on the correct form ( <i>Media &amp; Communications</i> )	
2. Copy of the page in your Parish Council Minutes where this application has been agreed to and tabled.	
3. Copy of 2 quotes to be attached to the application. Please indicate if you prefer either quote.	
<p><b>4. Application to be signed by Chair Parish Council and Synod Superintendent. or Board Chairperson</b></p> <p><i>(Note: in circumstances where the Synod Superintendent lives in another city, a copy of their emailed approval</i></p> <p><b>MUST BE INCLUDED WITH THIS APPLICATION</b></p>	
<p>5. Details of bank account (<i>copy of deposit slip</i>) for monies to be deposited if application is successful.</p> <p><b>Bank details</b> .....</p> <p>.....</p>	
<p><b>6. Please note:</b> It is the responsibility of the Parish/Organisation to ensure ALL papers, quotes and signatures are completed <b>BEFORE EMAILING</b> the application to the Convenor.</p>	
<p><b>7. IF THE APPLICATION IS NOT COMPLETE WITH THE ABOVE CHECKLIST REQUIREMENTS IT WILL NOT BE ACCEPTED.</b></p>	
<p><b>8. NOTE: Applications <u>to be received by the Convenor</u></b></p> <p><b><u>no later than 5pm 30 June 2023</u></b></p> <p><b>Late or incomplete applications will not be accepted.</b></p>	