

PLEASE COMPLETE ALL QUESTIONS IN THIS FORM.
WHEREVER POSSIBLE APPLICATIONS SHOULD BE TYPED.
IF THE APPLICATION IS HANDWRITTEN, PLEASE WRITE NEATLY
AND IN BLACK PEN. WHERE EXTENDED ANSWERS ARE SUBMITTED ON
SEPARATE SHEETS PLEASE MARK EACH SHEET CLEARLY WITH YOUR
NAME AND THE QUESTION REFERENCE NUMBER

A. ABOUT YOUR ORGANISATION

- a. What is the name of your organisation?
- b. Contact details:
- i name of main contact person for the organisation
(CEO, Director, Chairperson, Coordinator etc)
 - ii postal address
 - iii street address
 - iv phone
 - v fax
 - vi email
 - vii web
 - viii name of contact person for this application
their email
- c. What is your organisation's legal status?
(please enclose a copy of your Constitution or Trust Deed, and Certificate of Incorporation)
- Incorporated Society Charitable Trust
- Other (please specify).
You will need to supply evidence that your organisation has charitable status and is not-for-profit
- We do not have legal status (if you do not have legal status you must apply under the umbrella of an organisation that does. They will need to complete this form and will be responsible for your project)
- d. Is your organisation registered for KOHA-PICD or NZQA? (not required but of assistance to us)
- Yes, we have a KOHA-PICD profile (please provide supporting evidence eg. Letter from PMC)
- Yes, we have NZQA registration (please provide copy of certificate of registration)
- e. Please give a brief description (maximum of half a page) of the general aims of your organisation, its size and scope of membership/people involved

B. ABOUT YOUR PROJECT

- a. What is the name of your project?
- b. Please provide a summary of your project. This will be used on the GEF Funding Recipient webpage if your application is successful (limit 100 words).
- c. Project details:
- i Who are the intended audience and/or participants?
 - ii What are the learning objectives of this project? (e.g. to encourage critical thinking/engage young people in global issues/widen students' understanding of...)

- iii** What are the expected outcomes of this project? (e.g. participants/students will be able to...)
- iv** If this project is intended for the formal education sector, how does it link to the curriculum?
- v** What are the intended longer term impacts of this project and how will the project encourage participants to be involved in the issues after the project has been completed?
- vi** What are the methodologies and learning approaches?
- vii** How will you monitor and evaluate this project, including whether the expected outcomes have been achieved?
- viii** How is this project different from or additional to existing global education activities?
- ix** How does the project link into your organisation's work / fit alongside existing activities?
- x** Please provide a timeline for your project, listing activities, detailing when they occur, and the key milestones.
- xi** Please ensure you attach any additional information which would support this application e.g. summary of work done to date, background research, survey results.

C. PEOPLE INVOLVED

- a.** What is the name of the person who will manage this project?
- b.** What are their contact details?
 - i.** Phone
 - ii.** Fax
 - iii.** email
- c.** What relevant qualifications and experience does this person have to help this project succeed?
- d.** What other people are involved in the project?
- e.** What are their qualifications and experience?

D. FINANCES

a. About your organisation's finances

- i.** Is your organisation registered for GST? If so, what is your GST number?
- ii.** What is your organisation's most recently completed financial year? (please state month and year). Please provide a copy of your most recent annual accounts
- iii.** Have your annual accounts been audited or verified by a suitably qualified person? Please provide details.

b. About the project (if not enough room below please provide on a separate page)

If you are GST registered, all amounts included in this application must be GST exclusive.

If you are not GST registered, all amounts must be GST inclusive.

i. How much are you requesting from the GEF? Please list the budget headings and amounts

Item/Activity	\$NZ
TOTAL GST Exclusive / GST Inclusive (Delete one)	

ii. Are you getting funding from other sources? Please list the sources and amount of funding

iii. Please provide a detailed budget for the project, including all sources of funding. Please make clear which funds are secured, and which funds are proposed.

iv. Are you applying for wages or fees? If yes, please provide a copy of the job description or contract.

v. If the project is ongoing, how do you plan to support it in the future?

E. REFEREES

Please provide signed letters of support for your project from two relevant organisations. Referees' letters should:

- a. explain what qualifies them to be a referee for this project
- b. comment on the applicant's capability and experience to carry out this project
- c. explain how the project meets the aims of the Global Education Fund

F. DECLARATION

(one signature must be that of the CEO or chairperson, or someone with similar authority in your organisation. NB: persons who stand to personally gain wages or fees from the GEF cannot serve as signatories for this application)

"The details we have given in all sections of this application are true and correct to the best of our knowledge. We understand that activities funded by this grant must not be linked to fundraising, or promote a specific political or religious ideology or sect. We have authority to commit our organisation to this application".

Name
Signature
Position held
Date

Name
Signature
Position held
Date

**APPLICATION CLOSING DATES: 31st October and 31st March each year.
Late applications will not be accepted.**

SENDING US YOUR APPLICATION

Please make sure you have:

- completed all questions in the application form (typed or in black pen)
- included all required signatures
- included letters of support from two referees
- attached all required documentation (Constitution/Trust Deed; Certificate of Incorporation; evidence of charitable status; evidence of KOHA-PICD Profile or NZQA registration if applicable; latest financial accounts; job description or contract if applying for wages or fees)
- signed the Declaration
- included a deposit slip or provided bank account details

Please send applications to: **Global Education Fund**

DRC
PO Box 12440
Wellington
gef@drc.org.nz

Applications are accepted by email, post, hand delivery or courier. Faxed applications are not accepted (they are often difficult to read). Please do not put applications in binders as they will be photocopied.

Further enquiries: contact the DRC by **email: gef@drc.org.nz** or by **phone: 04 4729549**.

Please note:

- *All resources produced must contain acknowledgement of the funding provided by NZAID through the Global Education Fund*
- *The applicant is responsible for ensuring no project material breaches copyright requirements*
- *GEF reserves the right to independently audit expenditure relating to grants made to the organisation*