



## 2021 Project Grants Application Questions

**NOTE: when filling in your form, you can save and come back later by using the PAUSE button (bottom left). Your saved form will be available to continue from the HOME page within the Grants Portal. Simply click resume and you will be taken back to your form.**

\* Represents required fields

### Section A - Organisational Structure

What is your school roll? (numbers only) \*

What is your Maori roll? (numbers only) \*

What is your Ngati Whakaue roll? (numbers only) \*

What is the Project Title? \*

A BRIEF description of the Project: (limited to approx. 300 words) \*

Who are your Target Learner Groups? \*

Total number of learners in the Target Group: (numbers only) \*

Number of Ngati Whakaue Learners in the Target Group: (numbers only) \*

What are the key expected outcomes? \*

### Section B - Project Details

Organisational structure - relevant to the project: \*

Goals - Relevant to the project: \*

What is the Project Status? \*

(New Project OR Ongoing Development)

Project Implementation Plan: What do you intend to do? NOTE: THIS QUESTION IS LIMITED TO APPROX. 300 WORDS: \*

Project Evaluation (how will the outcomes and project be evaluated): \*

How will this project be financed beyond the current grant application year? \*

Please enter your list of resources required for this project (if none, enter 'not applicable')\*

**NOTE: In Budget Section C you will be required to enter the Total amount for Resource Costs**

List the key personnel associated with the project (you can enter up to six personnel on the form, only 1 is compulsory)

**NOTE: In Budget Section C you will be required to enter estimated individual salary amounts (relevant to this project)**

Key Personnel 1 Name: \*

Key Personnel 1 Job Title: \*

Key Personnel 1 Full Time or Part Time: \*

Key Personnel 2 Name:

Key Personnel 2 Job Title:

Key Personnel 2 Full Time or Part Time:

Key Personnel 3 Name:

Key Personnel 3 Job Title:

Key Personnel 3 Full Time or Part Time:

Key Personnel 4 Name:

Key Personnel 4 Job Title:

Key Personnel 4 Full Time or Part Time:

Key Personnel 5 Name:

Key Personnel 5 Job Title:

Key Personnel 5 Full Time or Part Time:

Key Personnel 6 Name:

Key Personnel 6 Job Title:

Key Personnel 6 Full Time or Part Time:

If you are receiving any other sources of funding for this project - ***other than your contribution and the NWE grant being applied for*** - please specify here – (if not relevant enter ‘not applicable’)

**NOTE: In Budget Section C you will be required to enter the Total amount for other sources of funding**

### **Section C - Budget**

*The Board expects a reasonable and fair contribution from applicants to their project, noting that excessive amounts of funding sought will not be considered favourably.*

### **Project Expenses**

Enter total for all resource amounts: \*

Key Personnel 1 estimated salary: \*

Key Personnel 2 estimated salary:

Key Personnel 3 estimated salary:

Key Personnel 4 estimated salary:

Key Personnel 5 estimated salary:

Key Personnel 6 estimated salary:

**Total Project Expenses: (NOTE – this will auto-calculate for you based on above figures)**

### **Applicant Contribution**

Enter the amount of your Contribution to this project (e.g.: your school BOT Contribution):\*

Enter Total amount of other sources of funding (external to your school/organisation and NWEETB) (Enter 0 if not applicable):\*

**Total Contribution and other funding: (NOTE – this will auto-calculate for you based on above figures)**

**Total Grant Being Applied For: (Total Project Expenses less Total Contribution & other funding) (NOTE – this will auto-calculate for you based on above figures)**

## Document Upload Section

**NOTE: you are now required to upload supporting documents as follows:  
We advise that before you start your application you have the following ready for upload.**

Please upload the following documents relevant to your school/organisation:

### Required for all applicants\*

- Bank Deposit Slip (this is where any approved grants will be paid into).

### Required by schools only\*

- School Charter - including policies, plans or targets for improving the achievement of Maori students.

### Required from Organisations other than schools\* (schools are not required to provide)

- Most recent audited financial statements
- current PTE Certificate

### **Note the following:**

1. Upload PDF or JPG files only
2. you can upload or drag and drop multiple files at once
3. Please make sure all files are correctly named before uploading

**Unsure what you've uploaded? Click PAUSE, go to My Applications and select your current year application to review. When ready, select RESUME from the Home page link to continue.**

**You can also view your uploaded documents after submission from the My Applications menu tab as above.**

### **Review or update your School/Organisation Details**

**(NOTE: any existing School/Organisation data listed below will be displayed for review, you will not need to re-add if there is no change)**

Project Facilitator Name: \*

Project Facilitator Email: \*

Principal Name\* (new field – schools please update)

Principal Email\* (new field – schools please update)

What is your school decile rating?

Please enter/check your bank account number against your bank deposit slip

Bank ID (2 digits) \*

Bank Branch (4 digits) \*

Account Number (7 digits)\*

Bank Account Suffix (3 digits - note add a leading 0 if your suffix is only two digits long)\*

School Mission Statement: \*

History of School: \*

**Once you are happy with your application, click the NEXT button at the bottom of the screen to SUBMIT your application.  
You will NOT be able to change your application after it has been submitted.**