



Pacific Development and Conservation Trust



Internal Affairs
Te Tari Taiwhenua

REQUEST GUIDELINES

The Trust was established in 1989 with money received from France in recognition of the events surrounding the destruction of the Greenpeace ship Rainbow Warrior in Auckland on 10 July 1985.

Each year, the Trust allocates its net income for charitable activities and projects that fit with one or more of its objectives and that will benefit Pacific Island countries and territories, including New Zealand.

Objectives of the Trust

To encourage and promote:

- ▶ enhancement, protection and conservation of the physical environment of the Pacific and of its historic and natural resources
- ▶ peaceful economic, physical and social development and self-sustainability of the Pacific and its peoples, ensuring that the use of any natural or historic resource is consistent with its conservation
- ▶ peaceful conservation and development of the cultural heritage of the peoples of the Pacific
- ▶ peace, understanding and goodwill between the peoples of the Pacific

The Trust is committed to supporting sustainable development, where communities are engaged and working in partnership with iwi, hapū, 'aiga, local indigenous peoples and communities.

For more information please visit the Trust's information on: www.communitymatters.govt.nz.

The Trust Deed is available there.

Priorities

The funding priorities are for projects that:

- ▶ promote social, cultural and economic self-sufficiency
- ▶ improve legal access to facilities or resources necessary for social, cultural and economic sufficiency
- ▶ improve health, living standards and quality of life
- ▶ protect representative, endangered or threatened species
- ▶ promote the sustainable management and use of natural resources
- ▶ conserve unique habitats or ecosystems
- ▶ conserve or restore sites of significant historic, environmental or cultural heritage
- ▶ raise awareness of, or improve access to, historic, environmental or cultural heritage
- ▶ build capacity in local communities particularly for developing indigenous ecological knowledge
- ▶ improve cooperation and communication between communities
- ▶ encourage peace, security and greater understanding between peoples, cultures and communities

Projects that meet more than one of the Trust's objectives and priorities are more likely to be funded.

Grant decisions take into account:

- ▶ how well the Trust's objectives and priorities are met
- ▶ community involvement in the project
- ▶ the range of project benefits will bring
- ▶ whether the projects outcomes are environmentally and economically sustainable
- ▶ any potential risks to the lives, livelihoods and environment of the peoples of the Pacific

Generally, we do not fund:

- ▶ an organisation's ongoing operating and related costs such as salaries
- ▶ the purchase of land or buildings
- ▶ school trips
- ▶ family reunions
- ▶ research projects by tertiary students that are primarily for a course of personal study.

Requests from tertiary institutions or other organisations for projects including activities by tertiary students may be considered, if they align with the Trust objectives and funding priorities.

Eligibility for consideration by the Trust

Citizens or organisations from these Pacific countries and territories may request grants:

American Samoa, Australia, Cook Islands, Federated States of Micronesia (Chuuk, Kosrae, Pohnpei, Yap), Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Pitcairn, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis and Futuna.

Projects must benefit people or communities of the Pacific countries or territories listed above.

Sending us your request

Please do not use folders or binders to present your request.

Do not send any additional information unless specifically requested to do so.

Wherever possible, requests should be typed. If the request is hand-written, please print neatly and in black or blue pen.

All sections must be completed.

Closing Dates

Please see our website for important dates.

Secretariat

The Department of Internal Affairs is the Secretariat for the Pacific Development and Conservation Trust.

Decision making

The decision on each request considered by the Advisory Trustees is final.

Submitting a request is not a guarantee that funding will be approved.

Responsibilities of the successful requests

Grant recipients are required to provide a report at the end of the project, detailing:

- how the grant has been spent
- the outcomes and benefits achieved by the project.

Failure to provide this report may affect future funding for the organisation and the individuals involved in the project.

Send your application to:

Email:

trusts@dia.govt.nz

Post:

The Department of Internal Affairs
PO Box 805
Wellington 6140
New Zealand

Courier:

The Department of Internal Affairs
Level 5, 45 Pipitea Street
Thorndon
Wellington 6011
New Zealand

How to contact us



Please call our helpline if you need any assistance to complete this form

New Zealand:

Freephone **0800 824 824**

Phone **+64 4 463 9360**

Fax **+64 4 495 7222**

Email: **trusts@dia.govt.nz**

Website: **www.communitymatters.govt.nz**

Pacific Development and Conservation Trust

All questions on this application form must be completed.

Name of the organisation (or individual)

[illegible]

Name of the project

[illegible]

REQUEST INFORMATION

1 Contact person

Name - First and Last

[illegible]

Postal Address

Unit and/or house number Street name

[illegible]

Suburb

[illegible]

City or town

Post code

[illegible]

Email

[illegible]

Contact Phone

Website _____

2 What is the purpose of your organisation? (if an individual request, please proceed to question 7)

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3 Legal entity

Does your organisation have a legal entity?

☐ Yes ☐ No

If yes, please advise what type of legal entity.

[illegible]

4 Registered charity

Is your organisation a registered charity?

☐ Yes ☐ No

If yes, please provide the registration number of the charity.

[illegible]

5 Audited accounts



If your organisation has been in existence for two years or more attach a copy of current annual audited accounts.

If your organisation is less than two years old or your audited annual accounts are more than 12 months old, please provide copies of up-to-date statements of income and expenditure and copies of bank statements that cover the last three months.

If not available, explain why.

For new organisations please provide a proposed annual budget.

6 Will any money held by your group not be used for this project?

☐ Yes ☐ No

If yes, please advise.

PROJECT OVERVIEW

7 Project start and end dates. We do not fund project retrospectively.

Start date

End date

/ / / /

8 What do you want the funding for? (Maximum 300 words)

PROJECT DETAILS

9 Project lead

Who will be responsible for leading this project? (please include the Project Lead's name and contact details, along with a short description of their experience/skills in managing projects of a similar size)

Name - First and Last

[illegible]

Email

[illegible]

Phone

[illegible]

Mobile Phone

[illegible]

Qualifications & Experience

10 Does this project present any risks or potential harm to the environment?

Yes

No

If yes, how will the risks be assessed and managed?

11 What community need do you propose to meet?

12 How will you address the need?

13 How will you achieve it?

14 How will you show you have achieved it?

15 How will people in your community know about, and become involved in the planning and delivery of this project?

16 How will this project develop the skills of your group, or the community?

17 How does your request align with the objectives of this fund?

18 What are the main activities you need to do for this project?

What activities are needed to carry out the project?	How will you know the activity has been successful?	What is the anticipated completion date for this activity?	Who is responsible?

19 Where will the project be carried out? Please also specify the location of the project.

Melanesia _____ Micronesia _____ New Zealand _____

Polynesia _____ Australia _____ Other _____



If the project is located outside of New Zealand, please provide an A4 size map which clearly indicates where your project is based.

ABOUT THE FUNDS REQUESTED

Please note, if you are GST Registered, this amount must be exclusive of GST.

20 What is the total cost of the project? NZ\$

21 What is the total amount you are requesting? NZ\$

22 If there are other sources of funding, please add them to the table below.

Project item to be funded	Funder	Amount requested	Decision date	Amount granted
				\$
				\$
				\$

23 If the Trust is unable to fund the full amount requested, would a smaller grant still be of assistance?
If yes, please advise what the minimum amount to succeed NZ\$.

24 What could be achieved with the amount indicated in question 23?

PERSONAL INFORMATION NOTICE

In submitting this request you and/or the organisation you represent (the customer) acknowledge and agree that the Department of Internal Affairs may disclose or obtain from any other government department or agency, private person or organisation, any information about the customer for the purposes of gaining or providing information related to the funding of the customer.

Names of grant recipients and the amounts of grants will be made public. This information will be published in the Trust's Annual Report and may be published elsewhere.

Applicants should be aware that request information may be released, if required, under the Official Information Act 1982.

To view any personal information held by us, or if you have any concerns about personal information that we hold please write to the Privacy Office, the Department of Internal Affairs, P.O. Box 805, Wellington.

DECLARATION

This declaration must be signed by two office holders/ people from your organisation with authority to sign on behalf of the organisation. Signatories must be over 18 years of age and must not receive a pecuniary benefit from any grant.

If the request is from an individual, the customer is required to sign the declaration.

I/We declare that all the details contained in this request form are true and correct to best of our knowledge and belief; and

- (i) that I/we have the authority of our organisation to sign this declaration and to provide this information; or
- (ii) that I/we have the authority to sign this declaration and to provide this information.

If this request is successful, I/we agree to provide the Trust with a final report including an evaluation of how the project met the stated objectives and outcomes as detailed in the request.

I/We further agree that should the project not go ahead I/we shall return any money received from the Trust; and I/we acknowledge that, where an award is paid in instalments, failure to provide timely reporting may jeopardise continuance of the grant.

SIGNATURES

First Name

Last name

Sign

Date signed

Position in company

First Name

Last name

Sign

Date signed

Position in company

Before sending your Request Form ensure you have enclosed all of the required supporting documents

- ☐ Detailed budget
 - ☐ Quotes and price lists have been provided as appropriate
 - ☐ Audited accounts or other financial information as appropriate has been provided
 - ☐ Project Lead CV
 - ☐ A4 sized map if project is outside of New Zealand
- AND
- ☐ two office holders/ people from your organisation have signed the declaration; or
 - ☐ if you are applying as an individual that the declaration has been signed by the person responsible for the request