



Heads Up for Kids – Lions/Leos Club Application

Lions Clubs New Zealand Charitable Trust

PURPOSE

Heads Up for Kids wish to make a positive difference in the lives of New Zealand's young people. We provide grants to assist with funding for programs, courses and activities that boost confidence, teach leadership and teamwork skills and which will ultimately help young people reach their full potential. Grants assist those young people who have an identifiable charitable need.

TERMS AND CONDITIONS

- A)** Application is available for Lions/Leo Clubs youth projects within New Zealand for youth up to 19 years of age at the time of the activity/project.
- B)** Heads Up for Kids Grants will not normally cover travel and/or separate accommodation costs. We ask for the additional cost information to understand the full financial costs incurred by the applicant.
- C)** Heads Up for Kids Grants must not be used as a donation to an outside organisation or in support of projects that have not been fully adopted by the applicant club.
- D)** Heads Up for Kids Grants must not be applied retrospectively to a completed project and cannot be used to reimburse Clubs for projects that are already completed.
- E)** Heads Up for Kids Grants must not be used for Club Assets and "Capital Expenditure" i.e., for the purchase of Equipment for Club use. Applications of this nature do not qualify for a Grant from the Trust.
- F)** Heads Up for Kids Grants must not be used to be put into the "General Pool" of money but must be used for the project designated on the application form.
- G)** Total funding is a capped amount variable from time to time.
- H)** Successful applicants agree to be coming Heads Up for Kids (HU4K) Ambassadors. As a Heads Up for Kids Ambassador, HU4K requires a minimum of 5 hrs promotional support including media publicity, local community promotion, and assisting in collections for the Heads Up for Kids campaign. These hours are to be carried out in consultation with the Heads Up for Kids National Project Manager team (email hu4k@lionsclubs.org.nz) and must be undertaken within 3 months of the completion of the project.
- I)** A Heads Up for Kids committee member may call the club and/or any involved third party for further information when processing the application. By signing this application, you consent to them doing so and consent to club members and/or any involved third party to providing further information as requested.
- J)** Applicants can apply for Heads Up for Kids funding a maximum of two times.
- K)** The Trustees meet 4 times a year March, June, September and December to consider applications. These should be submitted no later than the second Wednesday of those months. Please apply for funding assistance well in advance of the programme/ course start date.
- L)** All grant monies awarded will be paid into the supporting Lions Club's Charitable Trust for disbursement. No funds will be paid directly to either an individual or any other third party.
- M)** Successful applicants must provide Heads Up for Kids with proof of payment (by way of an original receipt) to prove all of the grant was used for the purposes applied for.
- N)** Any unused portion of the grant must be returned to Heads Up for Kids.
- O)** A failure to comply with any of these terms and conditions or the provision of any false or misleading information will require the immediate repayment of the grant to Heads Up for Kids.
- P)** Heads Up for Kids via the Trustees of the Lions Clubs New Zealand Charitable Trust may refuse any application in their sole discretion and are not obligated to provide any reason for doing so.
- Q)** The Club will complete and provide the Heads up for Kids Grant Accountability Report to the MD202 Secretary within 4 months of completion of the funded Project.

APPLICATIONS

Please complete all sections of this form, and both the Club Treasurer and President must sign where indicated. All supporting documents must be submitted with the application form.

OTHER CONDITIONS

Heads Up for Kids reserves the right to use the names, photographs and details of successful applicants for promotional purposes.

Major Sponsors





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Write 200 words + why you are applying to HU4K for funding for this youth project

ATTACHMENTS REQUIRED TO SUPPORT YOUR APPLICATION

- Background information related to the project
- Information/quotes for equipment to be purchased and/or plans if building is required
- Letters of support from other clubs or organisations involved, including copy of the club’s minutes supporting the project and grant application
- Lion’s clubs charitable trust deposit slip for direct credit of any approved grant
- Any other documents/information you deem relevant in support of your application

BUDGET FOR THE PROJECT REQUIRING THIS GRANT

Please complete the following statement of accounts of your club: Total Cost and total Income should match.

Is your club registered for GST? Yes/No

If “Yes” use GST exclusive figures in the budget.

Expenditure (Net of GST if Registered)		Income (Net of GST if Registered)	
	\$	Applicant Club	\$
	\$	Other Clubs (If any)	\$
	\$	Other Sources	\$
	\$	LMLCCT	\$
	\$	LCNZCT	\$
Total Cost:	\$	Total Income:	\$

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CURRENT FINANCIAL STATE OF CLUB

Please show the total funds being held and the intended purpose of funds that will not be used to support this project.
(Use a separate sheet if necessary)

CURRENT FINANCIAL STATE OF CLUB – As At / /		
	Total Funds	Purpose of Funds
Activities/Projects	\$	
Savings/Investments	\$	
Other	\$	
GST Registered	YES	NO
If yes, GST Number		
LIONS CLUB SUPPORTING INFORMATION		
Club President’s Name		
Club Name & District		
Contact Phone:		
Contact Email:		
Club’s Charitable Trust Bank Account Number: (To deposit funds once approved)		
Club contribution towards costs (Dollar amount or %)		

DECLARATION TREASURER

To the best of my knowledge the financial information provided with this application is true and correct

- I have read and agree to the terms and conditions

Club Treasurers signature.....

Date.....

DECLARATION CLUB PRESIDENT

- I have read and agree to the terms and conditions and made sufficient inquiries to satisfy myself that all the information supplied is correct.

President signature Date.....

EMAIL YOUR APPLICATION AND SUPPORTING DOCUMENTS TO: md202.secretary@lionsclubs.org.nz

Heads up for Kids MD202 Project Manager
Ann Saunders
Hu4k@lionsclubs.org.nz

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