



# Heads Up for Kids – Group Application

## Lions Clubs New Zealand Charitable Trust

### PURPOSE

Heads Up for Kids wishes to make a positive difference in the lives of New Zealand's young people. We provide grants to assist with funding for programmes, 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 to youth up to 19 years of age at the time of the commencement of the course applied for who have either New Zealand Citizenship or Residency.
- B) For an application to be considered the group applicants must be from the same district as the local Lions Club that is supporting them.
- C) Heads Up for Kids does not normally cover travel costs and/or separate accommodation costs. We ask for any additional cost information so as to inform guardians and Lions Clubs of any additional costs that may be required.
- D) Total funding is a capped amount variable from time to time and generally only part of the total cost.
- E) The successful Heads up for Kids grant applicants will become Heads up for Kids Ambassadors supporting their Lions Club for the hours listed below, promoting the Heads up for Kids programme or Lions community project. These hours are to be carried out in consultation with the Club preferably before the funded course/activity and within 3 months of the course/activity completion. Hours of support are based on the amount of the grant funding provided by Heads up for Kids and can be provided by the applicants, their friends and family.

Grant from Heads up for Kids	Hours Provided by Applicants
\$0 to \$500	5 Hours
\$501 to \$1,000	10 Hours
\$1,001 to \$1,500	12 Hours
\$1,501 to \$3,000	15 Hours
\$3,001 to \$5,000	20 hours

- F) A Heads Up for Kids committee member may call the teacher and/or employer for references when processing the application. By signing this application, you consent to them doing so and consent to your teacher and/or employer providing such references as are requested.
- G) Applicants can apply for Heads Up for Kids funding a maximum of two times and these applications must not be in consecutive years.
- H) All of the grant funds must be used for the purposes applied for. NO retrospective grants will be considered.
- I) All grant monies awarded will be paid directly to the supplier of the applicants' course/activity provider on the basis they will be returned if the applicant does not attend, or the course/activity is cancelled.

### APPLICATIONS

The Trustees meet 4 times a year, February, May, August and November 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.



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## **OTHER CONDITIONS**

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

Failure to comply with any of the 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.

Heads Up for Kids and 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.

## **AMBASSADORS ROLE**

As detailed at point E. in the Terms & Conditions.

Your help will mean more groups of young New Zealanders, like you, may be able to attend activities or programmes that make a positive difference to their lives. This is a role we hope you will be proud to take on and something you may consider including on your CVs in the future.

## **GROUP REPRESENTATIVE**

As a group representative you will be the main point of contact for Heads Up for Kids application process and be responsible for group members providing accurate and complete information. (E.g., Teacher, Lions Club member, coach, or employer). The Group Representative must complete Section 1 and Section 2 of this form, they must not be a member of the group but an adult leader, aged 18+, and be responsible for the group and the application for funding process.



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## Lions Clubs New Zealand Charitable Trust

GROUP INFORMATION		(To be completed by group representative)	
Group Name:			
Name of Club/ School/ Organisation:			
Street Address:			
Phone/ Email:			
How many people in the group? (Excluding group representative)			
Date of Birth (Youngest group member)		dd/mm/yyyy	
Date of Birth (Eldest group member)		dd/mm/yyyy	
Please list the full names of all other group members:			
Are all applicants NZ residents or do they hold NZ Citizenship?		Yes	No
Have any members of this group previously been a recipient of HU4K funding?		Yes	No
If yes, who, what for and when?			
PROGRAMME DETAILS		What education programme or activity are you applying for funding assistance for?	
Name of Course/Activity Provider			
Full name/ Company			
Website   Email:			
Contact Person:			
Date Course Commences:		dd/mm/yyyy	
Will you require leave to attend course?		Yes	No
Will your school and guardians give you permission to take leave?		Yes	No
Duration of Course (days):			
Total Cost of Course/Equipment:		\$	
Are travel expenses required?		Yes	No
If YES, what is travel cost?		\$	
Are accommodation expenses required? YES or NO			
If YES, what is accommodation cost?		\$	
GROUP REPRESENTATIVE INFORMATION			
Surname/Family Name   First/Given Names:			
Phone   Email:			
Address:			
Relationship to the group:			



# Heads Up for Kids – Group Application Lions Clubs New Zealand Charitable Trust

Please write 200 or so words on why the group would like to take this course and what opportunities and experiences you believe it will provide?

**Please Note:** If this application for funding is accepted, the group must agree to abide by the policies of the course/activity programme chosen. The group understands that if the group's actions in the programme do not adhere to the rules and regulations of that programme and participation in that programme is terminated, it will be at the group's expense. The group agrees to become Heads Up for Kids Ambassadors and write accounts of their experience and participate in the hours of assistance supporting their Lions Club.



# Heads Up for Kids – Group Application Lions Clubs New Zealand Charitable Trust

**PLEASE CONFIRM ALL INFORMATION PROVIDED IN SECTION 1 IS CORRECT.**

If the funding is approved, the health and safety regulations and responsibilities will be organised between you as Group Representative, each individual applicant and their guardians. Lions Clubs New Zealand Charitable Trust and/or their representatives are not responsible for choosing the education programme, however the Lions Clubs New Zealand Charitable Trust would not support a programme that they believe to have questionable health and safety policies.

## DECLARATION GROUP REPRESENTATIVE

- I confirm that all the information given by the applicants and guardians is correct.
- I have read and agreed to the terms and conditions and confirm that all information supplied is correct.
- I confirm I will coordinate the Heads Up for Kids Ambassadors role and write an account of the Group experience, provide photographs, and have the group members participate in the hours of assistance for the Lions Club including reporting back on this to the supporting Lions Club within 3 months of the end of the supported activity.

Group Representative's signature ..... Date.....

LIONS CLUB INFORMATION	
Club President's Name	
Club Name & District	
Contact Phone:	
Contact Email:	
Course Suppliers Bank Account Number: (To deposit funds once approved)	
Club contribution towards costs (Dollar amount or %)	
Grants from Heads up for Kids are generally 1/3 of the amount required with 1/3 funded by the applicants, 1/3 by the club and 1/3 from Hu4K. If your club contribution is less than 1/3, please advise why?	
GRANT REQUEST	
Total Course/Activity Cost:	\$
Amount Applicants is Funding:	\$
Amount Lions Club is Funding	\$
Amount requested from HU4K	\$



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Please write upward of 200+ words as to why you are supporting the application for the funding for this group.



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## DECLARATION LIONS CLUB PRESIDENT

- I confirm that all the information given by the applicants and guardians is correct.
- I acknowledge the requirement to work with the applicants on completion of their Ambassadors role including hours supporting our Club and to obtain their report within 3 months of completion of the supported activity.
- I will ensure the Club provide the Grant Accountability Report to Heads up for Kids via the MD202 Secretary within 4 months of the completed supported activity.
- The Club President at the time of this application is responsible for the completion of the grant accountability or if no longer a Lion the club itself becomes responsible for its completion.

President signature ..... Date.....

Once completed by the supporting Lions club, please ensure you have a completed individual consent form for each listed attendee, then send the completed form with all requested documentation to:

**EMAIL YOUR APPLICATION TO: [md202.secretary@lionsclubs.org.nz](mailto:md202.secretary@lionsclubs.org.nz)**

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