



Heads Up for Kids - Individual Grant 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 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/activity applied for and who have either New Zealand Citizenship or Residency.

B) All applications must be supported and submitted by your local Lions Club.

C) Total funding is a capped amount variable from time to time and generally only part of the total cost.

D) The successful Heads up for Kids grant applicant will become a **Heads up for Kids Ambassador** 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, otherwise 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 applicant, their friends and family.

Grant from Heads up for Kids	Hours Required
\$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

E) A written report with an account of the applicant's experiences and activity photos must be supplied to the supporting Lions Club within 3 months of completion of the course/activity.

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) Successful applicants must provide Heads Up for Kids, via the supporting Lions Club, proof of acceptance for the course/activity and the cost of the course/activity. All 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 by Heads up for Kids directly to the supplier of the applicant's course/activity provider on the basis they will be returned if the applicant does not attend, or the course/activity is cancelled.

J) Heads Up for Kids and 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.



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APPLICATIONS

The Trustees meet 4 times a year February, May, August and November to consider applications. Completed applications should be submitted by the supporting Lions Club no later than the second Wednesday of those months. Please apply for funding assistance well in advance of the course/activity start date.

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.

AMBASSADOR ROLE

As detailed at point D) in the Terms & Conditions.

Your help will mean more 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 in your CV in the future.



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PERSONAL DETAILS		
Surname/Family Name First/Given Names:		
Gender:		
Address:		
Phone Email:		
Date of Birth:		
Age at date of application:		
NZ Resident: YES or NO		
NZ Citizenship: YES or NO		
Name of School/College/Workplace:		
Have you previously been a recipient of HU4K funds?		
If YES, what for & when?		
REFEREE DETAILS		
Teacher or Employer		
Surname/Family Name First/Given Names:		
Phone Email:		
PROGRAMME DETAILS		
Provider:		
Website:		
Contact Person:		
Date Course/Activity Commences:		
Date Funding required by:		
Will you require leave to attend Course/Activity? YES or NO		
Will your school and guardians give you permission to take leave? YES or NO		
Duration of Course/Activity (days):		
Total Cost of Course/Activity:	\$	
Will you incur travel expenses? YES or NO		
If YES, what is the travel cost?	\$	
Will you have accommodation expenses? YES or NO		
If YES, what is the accommodation cost?	\$	
APPLICANT'S GUARDIAN INFORMATION		
Surname/Family Name First/Given Names:		
Phone Email:		
Address:		

ATTACHMENTS REQUIRED TO SUPPORT YOUR APPLICATION

- Invoice/quote from course/activity provider.
- Minimum 200 Words on why you would like to take this course/ activity and what opportunities and experiences you believe it will provide an any additional information or comments you may wish to make in support of your application.
- Proof of NZ citizenship/residency and age. This should be either a copy of your birth certificate, or NZ passport.
- Details on any additional costs e.g., food/equipment.



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DECLARATION APPLICANT

1. If my application for funding is accepted, I agree to abide by the policies of the education programme I have chosen. I understand that if my actions in the programme do not adhere to the rules and regulations of that programme and participation in the programme is terminated, it will be at my expense.
2. I agree to become a Heads Up for Kids Ambassador and write an account of my experience, provide photographs, and participate in the hours of assistance for the supporting Lions Club.
3. I will report back to the supporting Lions Club on my experience and my ambassador role within 3 months of the end of my supported course/activity.

I have read and agree to the terms and conditions.

Applicant's signature..... Date.....

DECLARATION GUARDIAN

1. I confirm that all information supplied by the applicant is correct.
2. I acknowledge that if the applicant's funding is approved, the health and safety regulations and responsibilities will be organised between me as guardian, the applicant and the course/activity provider. The Lions Clubs New Zealand Charitable Trust and/or its representatives are not responsible for the chosen programme. (NB. Lions Clubs New Zealand Charitable Trust would not support any programme that they believe to have questionable Health & Safety policies).
3. I agree to reimburse Heads Up for Kids and the supporting Lions Club the amount of the grants received if any of the information supplied is inaccurate or misleading or if any of the terms and conditions are not fully complied with.
4. I will support the applicant in fulfilling their Ambassador role including the hours of assistance and reporting within the specified time frame.

I have read and agree to the terms and conditions.

Guardian Signature..... Date.....



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GRANT REQUEST	
Total Course/Activity cost:	\$
Amount Applicant is funding:	\$
Amount Lions Club is funding	\$
Amount requested from HU4K:	\$
LIONS CLUB SUPPORTING INFORMATION	
Club President's Name:	
Lions Club Name:	
District and Zone	
Phone:	
Email:	
Does the Club participate in the Heads up for Kids Project?	Yes/No
If answer to the question above is "Yes" please provide details of how you participate.	
Club contribution towards costs	\$ or %
Grants from Heads up for Kids are generally 1/3 of the amount required with 1/3 funded by the applicant, 1/3 by the club and 1/3 from Hu4K. If your club contribution is less than 1/3, please advise why?	

DECLARATION LIONS CLUB PRESIDENT

1. I confirm that all the information given by the applicant and guardian is correct.
2. I acknowledge the requirement to work with the applicant on completion of their Ambassador role including hours supporting our Club and to obtain their report within 3 months of completion of the supported activity.
3. I will ensure the Club provide the Grant Accountability Report to Heads up for Kids via the MD202 Secretary within 4 months of completion of the supported activity.
4. 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.....

EMAIL APPLICATION AND SUPPORTING DOCUMENTS TO: hu4k@lionsclubs.org.nz

Heads up for Kids MD202 Project Manager
Ann Saunders
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