

Here is the application form to get you started...

# APPLICATION FORM

Please read the “Trust application terms and conditions” before preparing your application. Please submit your application along with an up to date copy of your CV to [educationtrust@nzrda.org.nz](mailto:educationtrust@nzrda.org.nz) or:

NZRDA Education Trust  
PO Box 11 369  
Ellerslie  
Auckland 1542

## OBJECTIVES OF THE TRUST

The relevant training / education undertaken must meet one or more of the objects of the trust which include:

- The provision of financial assistance towards the establishment and conduct of training seminars and conferences for RMOs.
- The provision of financial assistance towards the production of newsletters, brochures, training manuals whether printed or digital, and other training materials and aids for RMOs.
- The creation and funding of scholarships, bursaries, grants or prizes awarded to RMOs engaged in the medical profession in NZ to assist the further education and training of those persons within NZ.
- The education of, and provision of information to, the medical profession and/or the general public in NZ regarding matters and issues of relevance to the education or training of RMOs in NZ.
- Please check “How Do I Apply” section overleaf for key terms and conditions.

### 1. Total Grant Amount Requested and what it will be used for

(This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

\$

### 2. Contact Details

Name

Address

Phone

Email

### 3. Project Duration and timeline

Start date

End date

### 4. Full description of intended education or training

(This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

**5. Aims/objectives of training** (This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

a) How will your training enhance the knowledge of/increase the understanding of/benefit RMOs

b) How is this training consistent with the Trust's objectives (This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

c) How does this Training support the Trust's objectives (This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

d) How will your new skills and knowledge be disseminated to other RMOs

(This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

**6. Budget and timeframes for payment (GST Exclusive)**

Itemize and justify all costs for your training outlined in the budget (this may include funding from other sources)

(This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

Is the organisation/individual applying for this grant GST registered?                      Yes              No  
If no, please be aware that the Trust is not able to reimburse GST.

Are you a tax resident in any other countries besides New Zealand?                      Yes              No  
If yes, which country/countries? \_\_\_\_\_

### 7. Outcomes for the Trust

What can the Trust expect to receive as a result of the support given

(This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

### 8. Have other funding sources been approached?

Yes  No

If yes please provide details (This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

### 9. Supporting statement/Additional information that you wish to be taken into account

(This field is text limited. If you need more space, please use the spare pages after the T&Cs.)

### 10. Signature

I confirm the information provided in connection with this application is complete and accurate, and I accept all terms, conditions contained in the Trust application terms and conditions if successful.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Trust Application Terms and conditions

The Trust aims to consider all applications in keeping with the stated objects of the Trust in February, April, June, August, and October of each year but are happy to receive applications at any time.

Please note to avoid confusion,

- a) financial assistance from the Trust is discretionary and not an entitlement; and
- b) a venture cannot be funded outside these objects.

A recipient, having received the Trust's approval agrees to use the funds responsibly and to not act in any way that may bring the Trust into disrepute.

A report on the outcome of the training or education for which funds have been granted must be completed and submitted to the Trust within 12 months of the grant being approved.

Payments can be made to individuals or to not for profit organisations or bodies subject to any reasonable and proper conditions as the Trustees may direct.

Payments will be conditional on the project taking place or on the recipient completing any required preliminary steps set by third parties. The Trustees can however at their discretion defer the timing of the payments if need be or approve an alternative.

Financial support will generally be by way of a one-off payment. Should longer term projects lend themselves to a progress payment arrangement, recipients will need to acknowledge in particular that:

- i. the Trust's relationship with the recipient:
  - 1. is not intended by the Trust to be that of employer/employee, and
  - 2. nor does the recipient intend it to be such.
- ii. The payments from the trust are stated as gross amounts, exclusive of GST or other tax (if any).
- iii. The recipients are responsible for their own taxes (if any).

Recipients will be required to provide evidence of the funds being used appropriately.

Decisions as to what costs the Trust will cover are at the discretion of the Trust.

Grants may be supplemented by funding from other sources but before approval can be given all financial support must be disclosed.

All over expenditure is the responsibility of the applicant.

The Trust acknowledges it is collecting personal information about the applicant for the purpose of considering their application and the information will only be used for the purposes intended to comply with the Privacy Act. By applying for support from the Trust successful applicants authorise the Trust and third parties (e.g. NZRDA) to use information and knowledge gained from the support eg. Information relating to the results of any research performed, and any photos etc. of recipients in promotional material.

It is agreed by the recipients that any breach of these clauses, or anticipated inevitable breach, may result in all monies received, required to be refunded to the Trust within one month of notification by the Trust. In addition any other costs incurred by the Trust in relation to the grant/support must also be paid to the Trust including money spent recovering inappropriately used funds.

Recipients will be required to acknowledge the terms of the grant/support in writing.

**The decisions of the Trust are final. The Trust will not enter into correspondence about the outcomes of a funding decision.**

**Include any additional information on this page and/or the next**

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