

## PSNZ Educational Grant Application

<b>YOUR DETAILS</b>	Name: _____
	Address: _____
	E-mail : _____ Contact Phone No. _____
	Position: _____ Location: _____
	Employer: _____ Commencement Date: _____
<b>ACTIVITY DETAILS</b>	Intended Activity: _____
	Activity Organiser: _____
	Location of Activity: _____
	Starting Date: _____ Completion Date: _____
<b>RATIONAL FOR APPLICATION</b>	Rational for application: _____ _____ _____ _____
	Anticipated benefits to applicant and service: _____ _____ _____ _____
	<u>Endorsement by appropriate employment authority within your organisation:</u> This activity fulfils/enhances core competencies of this staff member's role <input type="checkbox"/>
	Comments: _____ _____ _____ _____
<b>APPROPRIATE EMPLOYMENT AUTHORITY</b>	Name (please print): _____ Signature: _____ Date: _____
	Role _____

Note: The Trust is unable to fund for Postgraduate courses.

PSNZ Educational Grant Application Form: All pages of the grant application form must be submitted with all fields completed, together with supporting documentation. Incomplete applications will be returned to the applicant.

Activity Registration	\$
Travel Cost	\$
Accommodation Cost	\$
<b>Total cost of Activity</b> <i>(Please attach copy of receipt)</i>	\$
Name other funding sought: <i>(If no other funding applied for please advise why)</i>	
Successful: _____	\$
Successful: _____	\$
Declined: _____	\$
Own funds: _____	\$
<b>Total funding request to Trust</b>	\$

**I agree**

- a) **To repay in full the amount granted to me by the Trust should I fail to complete the activity.**
- b) **To share with my colleagues information and knowledge gained by me as a result of the activity I have attended and will provide a typed report to the Trust.**

I have completed all relevant sections of this form and attached the required information. I have completed the Grant Application checklist.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<b>For Committee use only:</b>	Reg No. _____
Funding Approved/Not approved:	\$ _____
Date of Trustee Meeting	_____
Comments:	_____
	_____
	_____

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## **PSNZ Educational Grant Application Checklist**

- This checklist should be completed before you submit your application to the Trust Secretary.
- The completed checklist must be enclosed with your application.
- The Trust Secretariat will acknowledge receipt of your application, and confirm the date when your application will be considered by the Trustees.
- If any fields in the application form are not completed or any supporting documentation is missing the Trust Secretariat will return the application to you.
- The application must be submitted to the Trust Secretariat no later than two weeks before the Trustees' meeting.

		<b>Tick Box</b>
1	All fields of the grant application form have been completed	<input type="checkbox"/>
2	A copy of the activity programme is attached to the application	<input type="checkbox"/>
3	You have written approval from your appropriate employment authority within your organisation	<input type="checkbox"/>
4	You have made a copy of the full application (and supporting documentation) for your own records	<input type="checkbox"/>

**Applicant Name (please print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_