

For Office Use Only: \_\_\_\_\_

# Wantok Support

“Working Together”



## Project Funding Application Form (UK / PNG / Overseas)

Registered Charity Number : 1144961

PF02

Please read the following carefully **BEFORE** completing this application form.

## **Section 1 – Guidance for Applicants**

This information is required to help us to deal with your application speedily and efficiently.

- Wantok Support Charity will fund projects to the value of £1000 (approximately K4000) We liaise directly with your preferred supplier. Money will not be transferred to your organisation or any personal account so please ensure that you provide the bank details of your supplier.
- **A fully completed application form.** Please complete all the sections 2 – 7 fully and honestly. This will help us to assess your circumstances and enable us to make a decision on your application.
- An income and expenditure budget for the current financial year.
- The Trustees welcome additional information, but this should not exceed two A4 sheets.
- Other information which you believe is necessary.

**If it becomes apparent that information has been withheld or appears to be false, your application may not be considered.**

## **Purpose of Wantok Support**

Wantok Support seeks to relieve members of the Papua New Guinea community residing both in the United Kingdom and Papua New Guinea of economic hardship by raising their self-esteem, confidence and motivation and giving them the tools to fulfil their true potential.

It seeks to achieve this by:

“...supporting families / communities through projects that advance education, promote good health and social welfare in Papua New Guinea and the UK.”

## **Policy**

Funding made by Wantok Support will be directed towards implementing the objectives of the charity.

Applications must be accompanied by a supporting reference from reputable referees (via religious leader, teacher, lawyer, doctor or such authority as the trustees deem reasonable).

Each request for a small funding must be made on a separate official application form.

The completed application form and supporting documentation must be sent to the chairperson.

You may receive letters, telephone calls, emails or personal visits as part of our assessment process.

Trustees meet quarterly to discuss applications and normally, applicants / organisations will be notified within 6 weeks of the trustees meeting.

Please note that the decision of the trustees on your application is final.

The trustees will insist upon a progress reporting procedure to ensure that grants have been extended in accordance with the application.

Funding for projects will be distributed by instalments.

If you receive monetary funding, you cannot apply again to us for 2 years, but if you do not receive funding, you can apply again after 6 months.

## **Section 2 – Applicant Details**

Name of Organisation:

Name of person responsible for preparing and overseeing the project.

Position within Organisation

Postal Address

Telephone

E-mail

Website

(If applicable)

### **Section 3 – Your Organisation**

Please give a brief description of what your organisation does?

## Section 4 – Project Budget and Details

Total cost of the work / service you wish us to fund.

£

(Maximum of £1000 or PNG K4000)

(If appropriate, this funding could be given in stages over a period of time if agreed by the trustees)

Project Title

Duration (in months)

Scheduled Starting Date

Will you be providing any funds towards the project?  
E.g. labour, materials, money etc

Yes

No



If YES, please give details.

.....

.....

.....

.....

Have you approached any other organisation for funding?

Yes

No



If YES, please give their names.

Name of Organisation	Amount Applied For	Amount Received	Reasons
	£	£	
	£	£	
	£	£	
	£	£	

## **Section 4 – Project Budget and Details (continued)**

Brief description of project and what practical results will the work / service produce?

How many people will benefit?

Please specify how the funds are to be used?

## **Section 5 – Bank Details**

Name of the supplier/company who will provide your request

Quotation for the cost of the materials you require funding for. (Please attach a scan of this quotation from the supplier/company to your application)

PNG K:

### **Please provide the Bank Details of your supplier**

Bank Name

Bank Address

Sort Code

Account Number

Account Holder's Name and Address

**Section 6 – Referees**

Please give details of **two** reputable referees. These referees should act independently of this application and must NOT be related to the applicant.

**First Referee**

Full Name: .....

Address: .....

.....

Postcode .....(If applicable)

Telephone Home:

Mobile:

Email : .....

How long have you known the applicant? Years ..... Months .....

In what capacity? .....

.....

.....

.....

**Second Referee**

Full Name: .....

Address: .....

.....

Postcode .....(If applicable)

Telephone Home:

Mobile:

Email : .....

How long have you known the applicant? Years ..... Months .....

In what capacity? .....

.....

.....

.....



**Section 7- Authorisation**

**IMPORTANT:** We are unable to process applications that have not been properly completed and countersigned.

The information on this form is true and correct to the best of my knowledge and belief.

**Data Protection:** By signing this form, the applicant agrees to the information on the form being stored in Wantok Support’s manual filing system and summarised electronically for the sole purpose of project funding processing, analysis, auditing and accounting. All information will be treated in the strictest confidence and will not be divulged without prior agreement of those concerned.

..... Please print name of applicant	..... Signature of applicant	..... Date
..... Please print name of first referee	..... Signature of first referee	..... Date
..... Please print name of second referee	..... Signature of second referee	..... Date

Checklist of documents required to ensure application is accepted:

- A fully completed application form.
- Additional information (which may strengthen your application), not exceeding two A4 sheets, if you would like to provide this.
- An income and expenditure budget for the current financial year.
- A copy of the quotation for the cost of the materials

**Section 8 – For Office Use Only**

Trustees Recommendation:	Yes	NO
Date of Meeting:	.....	
Reasons for Trustees Decision	.....	
	.....	
	.....	
	.....	

Completed form AND supporting evidence should be sent to the chairperson:

Email: [davidwilken93@yahoo.com](mailto:davidwilken93@yahoo.com)