

# Wantok Support

**“Working Together”**



## Project Funding Application Form

**(UK / PNG / Overseas)**

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.

- **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 is apparent that information has been withheld or appears to be false, your application will 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. It is a condition of the grant that it be used in accordance with these objectives and to meet the need(s) specified in the application.
- 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 will meet to discuss the application and normally, applicants / organisations will be notified within 6 weeks of the trustees receiving the application.
- 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 an award, you cannot apply again to us for 2 years, but if you do not receive an award, 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

Fax Number

E-mail

Website

## **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)

(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 capital 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**

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 .....

Telephone  Home:  Mobile:

Email : .....

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

In what capacity? .....  
.....  
.....  
.....

## Section 6 – Referees (continued)

### Second Referee

Full Name: .....

Address: .....

.....

Postcode .....

Telephone

Email : ..... Home: ..... Mobile: .....

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

✓ Please use this checklist to ensure you have included the following.

- A fully completed application form.
- Additional information, not exceeding two A4 sheets, if you would like to provide this.
- An income and expenditure budget for the current financial year.

**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:-

Mr. Nigel Walkinshaw, (Chairperson)  
373 Landseer Road,  
Ipswich, Suffolk.  
England. IP3-9LS  
United Kingdom

Email: [info@wantoksupport.org.uk](mailto:info@wantoksupport.org.uk)