Trustees Executors

Estate of Sybil Ada Hensley Application Guidelines

Charity Registration Number CC43525

Objectives of the Trust

The Will for Sybil Ada Hensley dated the 5th April 2011 defines the objectives of the Trust as follows:

"For the purpose of assisting children in respect of their housing, health and education needs"

Application for Grants

To apply for a grant from the Estate of Sybil Ada Hensley please complete an application form which can be downloaded at **www.trustees.co.nz**. Alternatively you can request an application form by email, contact: **jacqui.shephard@trustees.co.nz** or call **0800 Trustees (0800 878 783)**.

Where possible, please save the application form and complete on screen, print out, sign and send in with all relevant documents.

The information required on the application form includes:

- Full details of charity, cause, or organisation
- Objectives of the organisation
- The reasons a grant is required
- The amount of funds required
- Details of the total cost of the proposed project and other financial sources to help fund the project
- A copy of the latest Financial Statement
- A signed copy of these guidelines
- Authority for the Estate of Sybil Ada Hensley to obtain further information from third parties (if applicable).

Please Note the Following:

1. Grants may be made direct to individuals through sponsoring organisations.
2. All areas of the application forms must be completed correctly. Application forms not completed to the required standard will not be considered.
3. Applications postmarked after the closing date will not be considered.
4. Trustees Executors Limited will acknowledge receipt of the application form within 10 working days after the closing date.
5. Once a decision has been made to decline an application no further correspondence will be entered into.
6. The Trustee may approve an amount less than that applied for.
7. Payment of a grant is usually within four weeks of the Trustees indicating their approval of that grant, providing all conditions are met.
8. Please forward **one** set of the required information outlined on the application form.

Timeframe for the Processing of Applications for Grants

All completed application forms and accompanying documentation must be received by Trustees Executors Limited no later than the closing date shown below (faxed applications are not accepted).

No application forms post marked after the closing date will be considered.

Please post **one** set of the application form and accompanying documentation to:

Estate of Sybil Ada Hensley
Trustees Executors Limited
PO Box 14076
Christchurch 8544

Or deliver to:

Trustees Executors Limited
32C Sheffield Crescent
Burnside
Christchurch

Closing Date for Application: 29 March 2013
Advisory Trustees Meet: May 2013

If you require any further information please contact Jacqui Shephard at our Christchurch Office today:

Jacqui Shephard
DDI (03) 357 3602
0800 878 783
jacqui.shephard@trustees.co.nz

I/We the applicant(s) confirm that I/We have read and accept these application guidelines.

Signature	Position	Date
Signature	Position	Date

Trustees Executors

Trustees Executors Limited *Financial Protection since 1881*