

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”

The purpose of the Trust is achieved by the Trustee making grants (by way of lump sum as a one-off payment) to charitable organisations registered under the Charities Act 2005.

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: sue.addison@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:

- Rules of the organisation or other founding document(s)
- Copy of Charities Commission Certification of Registration or evidence of Registration
- The reason(s) 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 Annual Report and Financial Statements
- A signed copy of these guidelines
- A pre-printed bank deposit slip stapled to the application form
- Authority for the Estate of Sybil Ada Hensley to obtain further information from third parties (if applicable).

Please Note the Following:

1. Due to the size of this trust, only applications for grant requests up to a maximum of \$2,000 will be considered.
2. The Trustee may approve an amount less than that applied for.
3. Applications for specific projects have historically received a higher weighting than those for salaries or administration costs.
4. Grants may be made to assist individuals through sponsoring charitable organisations (applications direct from individuals will not be considered).
5. All sections of the application form must be completed correctly. Application forms not completed to the required standard will not be considered.
6. Faxed or emailed applications will not be considered.
7. Applications postmarked after the closing date will not be considered.
8. Trustees Executors Limited will acknowledge receipt of the application form within 20 working days after the closing date.
9. Once a decision has been made to decline an application no further correspondence will be entered into.
10. Payment of a grant is usually within four weeks of the Trustees indicating their approval of that grant, providing all conditions are met.

11. Please forward **one set** of the required information outlined on the application form (please note that only one copy of a pre-printed bank deposit slip is required to be stapled to the application form).

Information on Previous Years

In recent years 4-6 grants have been approved annually to eligible recipients. The values of individual grants have ranged from \$300-\$1200.

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 or emailed 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

Applications Open: 1 December each year
Applications Close: 28 February each year
Trustees Meet: March/April following close of applications

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*