

# The Wilks Charitable Trust

## Application Guidelines

Charity Registration Number CC10169

### Objectives of the Trust

Trustees Executors Limited is the Trustee of The Wilks Charitable Trust whose objectives are **to support, promote, and finance charitable purposes in the fields of education, advancement of disadvantaged persons and the care of the elderly.**

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 Wilks Charitable Trust please complete an application form which can be downloaded at [www.trustees.co.nz](http://www.trustees.co.nz). Alternatively you can request an application form by email, contact: [sue.addison@trustees.co.nz](mailto: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 founding document(s)
- Copy of Charities Commission Certificate 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 Statement
- A **signed** copy of these guidelines
- A pre-printed bank deposit slip stapled to the application form
- Authority for the Trustee of The Wilks Charitable Trust to obtain further information from third parties (if required)

### Please Note the Following

1. Applications for grant requests up to a maximum of \$2,000 only will be considered.
2. Applications for specific projects have historically received a higher weighting than those for salaries or administration costs.
3. The Trustee may approve an amount less than that applied for.
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. Once a decision has been made to decline an application no further correspondence will be entered into.
8. Grants can only be applied within New Zealand.
9. Payment of a grant is usually within 4 weeks of the Trustee advising of their approval of that grant, providing all conditions are met.
10. Please forward **one** set of the required information outlined on the application form.

### Information on previous applications

During the period Dec 2016 – June 2018, 27 grants were approved providing funding of \$28,892. The grants approved had values ranging from \$500-\$2,000.

### Timeframe for the Processing of Applications for Grants

All completed application forms and accompanying documentation will be considered annually by the Trustees in **January/February following close of applications.**

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

The Trustee  
The Wilks Charitable Trust  
P O Box 14076  
Christchurch 8544

OR courier to:

Trustees Executors Limited  
32c Sheffield Crescent  
Burnside  
Christchurch

**Applications Open: 1 January each year**  
**Applications Close: 20 December each year**

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

----- Signature	----- Position	----- Date
----- Signature	----- Position	----- Date