

THE HEALTHCARE OTAGO CHARITABLE TRUST

General Application for Funds (Otago)

Southern District Health Board Applicants ONLY

(This application form is to be used for all applications for funds of less than \$5000)

- The trust is supportive of staff training and is prepared to share costs with the SDHB.
- Trust policy is that a grant may be given for a conference, course or meeting up to **50% of the budgeted total cost** with a maximum grant of \$1500.
- Where two or more applicants wish to attend the same conference or course the maximum combined payments will not exceed \$3000.
- The trust **does not fund** tertiary education for the purpose of gaining a diploma or degree.
- Applications for equipment of above \$1000 must be supported by two cost quotations.

1. Service/ Department: _____

Conference /Course/ Equipment: _____

Location: _____ Dates: _____
(for education apps)

Total costs: \$ _____ SDHB approved support: \$ _____

Amount requested from The HCOCT (excl GST): \$ _____

SDHB cost centre code (for payment): _____

2. Applicant name (please print): _____

Position: _____

E-mail address: _____

Applicant signature: _____ Date: _____

3. Service Manager (please print): _____

Service Manager signature: _____ Date: _____

4. General Manager endorsement (required only if application is over \$1000)

General Manager endorses application, confirming that funding sought complies with the organisation's guidelines and the objectives of the respective service.

Name (please print): _____

Position (please print): _____

Signature: _____ Date: _____

5. Purpose of Grant:

6. Benefits to applicant(s) or their service that is consistent with the trust's purpose:

(This is an important consideration to the trust when approving funds and applicants should feel free to attach an extra page of information.)

Email completed applications and supporting documentation to:

secretary@hcocharitabletrust.co.nz

or post to: The Secretary

The Healthcare Otago Charitable Trust

PO Box 5848

DUNEDIN 9058

Please note: Unless otherwise informed on this application, The HCOCT can include any grant information on their website. <https://hcocharitabletrust.co.nz/>

FOR OFFICE USE ONLY

Confirmed:

Date:

Amount Approved: \$

SDHB Code:

Trust Fund:

Region applied to:

Dunedin	Alexandra	Balclutha	Cromwell	Kurow	Lawrence	Milton
Oamaru	Palmerston	Ranfurly	Roxburgh	Tapanui	Wanaka	Other