

CHINESE POLL TAX HERITAGE TRUST 華人人頭稅歷史遺產信託委員會
Application Form 申請書

All questions of this application form must be completed, together with the Referee/s Statement/s

Do not put 'see attached', you may use a separate sheet if necessary.

此申請書的所有頁數必須填寫完整，並必須與評判人陳述一同交付

Name of Organisation (or Individual):

組織名稱或個人姓名

Name of the Project:

計程(計劃)名稱

A Section A: APPLICANTS 第一部分：申請人

1. CONTACT PERSON 聯絡人

Ethnicity 種族

Name and Postal Address 姓名與郵寄地址:

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.....

Contact Phone 電話:

Website 傳真:

E-mail 電子郵件:

2. What is the name of your organisation and the general aims and objectives? If an individual, please tell us *briefly* about your occupation, experience and qualifications relevant to your project.

請註明貴組織的名稱、宗旨與目標。若是個人，請簡述您的職業、經驗以及與計程(計劃)相關的資歷。

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Income Tax Status

What is your organisation's legal status? Please provide evidence to support this (Certificate of Incorporation Trust Deed etc)

請註明貴組織的法定地位，並請付出此地位的文件(例如公司註冊證書、信託契約書等)。

3. What is the name, occupation, qualifications and experience of the person who will manage your project?

請註明負責管理您計程(計劃)的人士的姓名與職業。

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4.	For how long has your organisation existed and its total membership/client base. 請註明此負責人所擁有的能有助於實現此計程(計劃)的資歷, 以及此負責人所擁有的類似的經驗。
	No.of paid employees: _____ Volunteers: _____

Section B: PROJECT 第二部分: 計程(計劃)

Please answer the following questions. Do not put 'see attached'.

請盡您所能回答以下問題。您的答案將協助本信託委員會進一步瞭解此計程(計劃)將如何於貴社區促進本信託委員會的目標。

5.	<p>Here you must give a summary of the proposed project (Continue on a separate sheet if necessary). Indicate numbers attending, location, costs and size of proposal. 請對所提計程(計劃)做概要敘述 (若篇幅不足請延續於其他紙張)。</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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6.	<p>Is a need for this project in the community? How will it make a difference? Who will benefit, How many people? How will they benefit. 您為何認為當地社區需要此計程(計劃)? 本信託委員會如果提供經費將帶來何等益處? 社團的成員和社區將如何參與此計程(計劃)?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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7.	<p>Do you know of any similar projects that have been or are being carried out? If so, please give details. Were they successful? If YES, what were the reasons for their success? If NO, how will your project improve on previous efforts? 就您所知, 以往曾經實施過類似的計程(計劃)嗎? 如果有, 請註明細節。這些計程(計劃)成功了嗎? 如果<u>成功</u>的話, 是基於何種原因? 若<u>不成功</u>的話, 您的計程(計劃)將如何由前車之鑑作改進?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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14.

Financial Details of the Proposal – please supply details of any fund raising programme, giving plans, funds raised to date. If not yet begun, discuss in full – on a separate page if required.

C Section C: PROJECT MANAGEMENT & COSTS 第三部分：計程(計劃)的管理與費用

15.

Total estimated cost: \$ _____ Amount applied for: \$ _____

申請經費金額 預計總費用

If the amount applied for is **\$10,000** or more. Please supply a copy of the feasibility study or business/strategic plan.

16.

Please list, *in order of priority*, the project expenses to be met by the grant. Please *do not include* the cost of voluntary labour. Attach copies of quotes and price lists (as appropriate) to confirm the cost of items.

請按重要性依次列出計程(計劃)中需要補助的費用。請勿包括義工的費用。請按需要附上報價單與價目表以供確認各項費用。

Item 項目 1: ----- Cost 費用:-----

Item 項目 2: ----- Cost 費用:-----

Item 項目 3: ----- Cost 費用:-----

Item 項目 4: ----- Cost 費用:-----

Item 項目 5: ----- Cost 費用:-----

Item 項目 6: ----- Cost 費用:-----

Item 項目 7: ----- Cost 費用:-----

Item 項目 8: ----- Cost 費用:-----

Total Cost 總費用:-----

17.

Please indicate the other funding sources received/intending to apply for? We encourage you to seek funds from other sources 如果計程(計劃)的總費用超過您申請的金額，不足的資金將出自何處？

Funding Source	Amount requested	Amount received
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18.

Reserve Funds – If your organisation has funds set aside for any reason please explain why these funds cannot be used for this project.

若本申請未獲批准，請問您有何應變計策可獲得經費？

19. **If the Trust is unable to fund the full amount, would a smaller grant still be of assistance?**
若本信託委員會無法負擔您申請的全部經費，請問較低額的補助是否仍有幫助？
Yes 是 No 否

D Section D: ORGANISATION FINANCE 第四部分：貴組織的財政狀況

20. **What are your organisation's main sources of funding for your project? Include any local or government funds.**
請註明貴組織本會計年度的主要經費來源，其中包括透過募款等方式已經籌得的金額。

Confirmed 已確認的經費:

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Proposed 尚處於提議中的經費:

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21. **Attach copy of your latest completed annual audited accounts for yourself or your organisation.** 請附上貴組織一年以內最新的年度審計帳目副本。

22. **Attach a proposed project budget or operational cashflow.** 新組織請提出年度預算提案。

23. **If you are not able to provide the most current audited accounts, please explain why they are not available. Could they be provided prior to the Trust meetings in March/October.**

如果您無法出具目前的審計帳目，請解釋其理由：

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24. **Have you received funding from the Trust on a previous occasion? If YES, please tell us how much you received, the year it was received, and the name of the project for which you received funding. Please attach a copy of the reports from the earlier project.**

您以前曾經從本信託委員會獲得過經費嗎？如果**是**，請註明所獲金額、獲得的年度與獲得經費的計程(計劃)名稱。請附上之前計程(計劃)的最終報告書副本。

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PERSONAL INFORMATION NOTICE 個人資訊告示

Information about applicants and referees provided to the Trust will be held by the Secretariat for the purpose of permitting the Trust to assess and evaluate the application, and to administer the grant. Information supplied may be passed onto other relevant agencies to assist with the evaluation of the proposal.

Names of grant recipients and the amounts of grants will be made public. This information will be published in the Trust's Annual Report and may be published elsewhere from time to time.

Each applicant and referee consents to the use and disclosure of their personal and other information in the manner described above. If requested information about the applicant and the referee is not supplied, the application may be declined.

Applicants and referees may, under the Privacy Act 1993, request access to and correction of their personal information by the Trust. These requests must be in writing.

The Secretariat is subject to the Official Information Act and may be required to release information in terms of that Act.

為讓本信託委員會審核申請和管理補助金之目的所提交的關於申請人與評判人的資訊將由本信託委員會秘書處保管。為協助審核申請內容，提交的資訊可能被交給其他相關機構。補助金受領人的姓名與補助金金額將被公之於眾。此資訊將刊登於本信託委員會的年度報告內，有時候也可能被刊登於其他刊物上。

每位申請人與評判人皆同意以上述方式使用和公開其個人及其他資訊。未按照要求提交申請人與評判人的相關資訊者，其申請可能因此受到拒絕。

依據紐西蘭『1993年隱私權法』，申請人與評判人可以要求查看並修改他們提交予本信託委員會的個人資訊。此等要求必須以書面方式提出。本信託委員會的秘書處受『官方資訊法』的約束，並可能依該法令規定發佈資訊。

DECLARATION 聲明: (Must be completed by the applicant 必須由申請人親自填寫)

I certify that to the best of my knowledge the information in this application is complete and correct.

本人聲明於本人所知範圍此申請內容中的資訊完整無誤。

"In signing this form, and if this application is successful, I agree to provide the Trust with the following :

1. *A 6/12 monthly report including an evaluation of how well the project met the stated objectives and outcomes as detailed in the application and your financial statements.*
2. *Submit additional information if requested to do so by the Trust.*

I further agree that should the project not go ahead I shall return any money received from the Trust; and I acknowledge that, where a grant is paid in instalments, failure to provide timely reporting may imperil continuance of the grant; and I agree to the conditions outlined in the Personal Information Notice detailed above.

簽署此申請書表示，如果此申請被批准，本人同意向華人人頭稅歷史遺產信託委員會提供下列資料：

1. 一份最終報告書，其中包括對此計程(計劃)所宣稱的目標以及申請書與財務報表中所載結果的實際成果評估。
2. 華人人頭稅歷史遺產信託委員會所要求提交的追加資訊。

本人並同意若計程(計劃)未能實施，本人將如數退還由華人人頭稅歷史遺產信託委員會領取的補助金；本人同時認可，在補助金以分期支付方式發放的情況下，若不定期提交報告，補助金可能難以持續地支付；本人對上述的『個人資訊告示』中所載條件表示同意。

Signature 簽名 ----- Date 日期 -----

Signature 簽名 ----- Date 日期 -----

For and on behalf of the organisation identified in question one.

本人代表申請書第一題中所填的組織

Referee's Statement 評判人陳述

- Please note the Trust requirements as set out in the guidelines.
- This section should be filled out only by a suitable independent person or organisation with sufficient knowledge of the applicant(s), the project and the type of project being undertaken.
- The Referee cannot be the applicant or a member of the group making the application.
- Please return this statement together with the application form to the Trust, PO Box 805, Wellington, New Zealand. Please courier or mail the original form.
- Applications close on 31 August and 28 February each year. Please return the form by the appropriate date for the current round.
- 此部份必須由對申請人、申請計程(計劃)及其性質有充分瞭解但並無利益相連的一名適當人選填寫。
- 申請人及申請組織內部人員不得作為評判人。
- 請將此陳述與申請書一同寄至本信託委員會地址：PO Box 805, Wellington, New Zealand。請使用快遞或郵寄的方式。
- 申請的結止日期為每年八月二十六日與二月二十六日。請於每半年一次的期限內提交申請。

1. Project Name and Applicant Name 計程(計劃)名稱與申請人姓名:
Referee Name 評判人姓名:

2. Postal Address 郵寄地址

☎ Phone 電話:

☎ Fax 傳真:

☎ E-mail 電子郵件:

3. Name of the organisation (if any) you represent. 您代表的組織名稱(如果有的話)。

4. Please comment on what qualifies you to act as a referee for this project. 請說明您適合擔當此計程(計劃)評判人的理由。

5. Please comment on the applicant's capability and qualifications to carry out this project successfully. 請說明申請人擁有哪些能使其成功實施此計程(計劃)的能力與資歷。

6. What are the prime benefits and importance of this project. What is needed for the project? 請註明此計程(計劃)的主要益處與重要性，以及此計程(計劃)需要甚麼。

"In signing this form I confirm that I have read the Information Sheet of the Trust and the completed Application Form of the applicant organisation; and I agree to the conditions as outlined in the Personal Information Notice on that form. 簽署此陳述代表本人已閱讀過華人人頭稅歷史遺產信託委員會的『資訊單』以及由申請組織填寫完成的申請書。本人同時對申請表內『個人資訊告示』所載條件表示同意。

Signature of Referee 評判人簽名: ----- Date 日期:-----