

# Application for Reimbursement Grant to Waitaki Student Support Trust Board

Date:

School:

Amount \$

Amount to be Credited \$

Principal name:

Email:

Phone:

## Information required to assist your application:

### How the Grant Reimbursement process works:

- Reimbursement Grant applications for qualifying expenses up to \$500.00 per term per school, subject to Trustee's approval
- Applications must be made on this application form
- All receipts relating to the Grant Reimbursement requests are to be attached together with an outline of the payments provided to students in line with the trust criteria, listed below
- There is no need to identify students benefiting from these Grants.
- The Trustee will consider each application and subject to approval will authorise reimbursement direct into the School bank account provided
- Please include details of:
  - The purpose of the Grant, identifying the need and appropriateness;
  - What the student will achieve and/or benefit from the Grant;

## Reimbursement Grant Criteria

1. Grant Reimbursements will be made for the benefit of students in the Waitaki District for educational, cultural, recreational or sporting opportunities who are financially or socially disadvantaged.
2. The Grant Reimbursement Application is to include receipts together with an outline of the circumstances with which the application is being made. (Outcome / Benefits).an outline of the circumstances with which the application is being made and the expected benefits and / or outcomes to be achieved.
3. The Grant Reimbursement Application is to be submitted prior to the advised closing dates for the Trustees to consider.
4. The Trustee may request further information.

## All Reimbursement Grants must meet the Purposes of the Trust as stated below:

- To further the education of the students and youth within the Waitaki District who are financially or socially disadvantaged, or both;
- To provide financial assistance to schools within the Waitaki District for the purpose of ensuring that particular students are not deprived of educational, cultural, recreational or sporting opportunities because of their constrained financial circumstances.

## Please indicate the category for the Grant Reimbursement Application from below:

  
  

Education

Cultural and Recreational

Sporting

**School Comments:**

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**School Principal Signature**

**School Representative Signature**

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

**Trustees' Decision**

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