

# Regional Funds Application Form

All claims must be made in a timely manner, preferably in the month the expense was incurred.

Area Committee	
Region	
Date	
Recipient Name	
Bank Ac Number	
Total Amount Being Claimed	



## Regional Activities, Projects, Events and Training

See Note 1 – Event/Activity Name \_\_\_\_\_

Mileage:

Date	Reason	From	To	Total Klms	Rate	Total
					\$0.65c	
					\$0.65c	
					\$0.65c	

Other Expenses: These include air fares, accommodation, taxis, meals, postage and stationery etc.

Date	Description (provide a budget & other financial information where needed)	Total

## Regional Administration and support

See Note 2

Mileage:

Date	Reason	From	To	Total Klms	Rate	Total
					\$0.65c	
					\$0.65c	
					\$0.65c	

Other Expenses: These include air fares, accommodation, taxis, meals, postage and stationery etc.

Date	Description	Total

## Regional Charitable Grants (donations)

See Note 3

**This section is to be used when a branch is making a specific charitable grant (donation).**

The grant may take the form of direct funding, (eg buying wool to knit into singlets donated to hospitals) or purchase of equipment or services on behalf of the beneficiary.

The recipient of the funds should be either a RWNZ branch or an external provider.

Beneficiary	Description and reason for the donation	Total

**Authorisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Have you attached the receipts? Yes/No

### **Notes and definitions:**

#### 1. Activity, Projects, Events and Training - Code 267

Encouraging and supporting activity in your region including wider member initiatives and collaborations with other organisations.

- Claims for event funding made prior to the event date should include a budget.
- Claims for expenses that have been incurred should include invoices or receipts

#### 2. Administration and support – Code268

Cover regional administration and travel costs. Separate allocation for regional leader. Regional representation at national events is covered by national budget.

#### 3. Charitable Grants – Code 269/269.1

Enable charitable projects and initiatives in conjunction with regional fundraising

- Where payment is being made to an external provider, please attach a copy of their bank account details either as a bank deposit slip or on their bank letterhead.

### **Receipts:**

To assist with accounting and audit processes we require receipts for all purchases claimed. If you are claiming for funds prior to an event, please remember to forward your receipts to [accounts@ruralwomennz.nz](mailto:accounts@ruralwomennz.nz) after the event has been completed. This allows us to claim the GST on your behalf and maximises your funding.