



National WellChild/Tamariki Ora Week 2007

National WellChild/Tamariki Ora Coordinator
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"Time - your most precious gift"

This information is designed to help you complete the National WellChild/Tamariki Ora Week 2007 Grant application. For most funding applications, decisions to fund will be based solely on the information provided in the application and the supporting documentation you provide. We encourage you to put time into developing any project proposal so that it clearly represents the work you wish to undertake, and to ensure any supporting documentation is included in your application for funding.

Specific Guidelines for completing the National WellChild/Tamariki Ora Week 2007 Grant Application Form

- Only one Application will be accepted from each National WellChild/Tamariki Ora Week coalition.
- The maximum Grant available per coalition is \$500 exclusive of GST.
- Any coalition member may act as Project Director and apply on behalf of the coalition, with coalition approval. However, the Project Director has specific responsibilities (see below).
- Completion of the Application form may be hand written or word-processed. If you require an Application form please request a copy from Marguerite Dalton e-mail m.dalton@auckland.ac.nz
- Applications are to be received by close of business on Friday 09 February 2007
NB: No late applications will be considered!
- Successful applicants will be required to provide a brief written report/evaluation on completion of the project - a template will be provided with the letter of acceptance ***The coalition report will be required by 25 May 2007 as this is needed for the Ministry of Health Report.*** If the project is still being implemented a progress report must be submitted. The final report can be sent one month after the project is completed.
- Proposals must clearly state how the project is linked to the National WellChild Programme. Applications from single individuals or organisations not involved in National WellChild/Tamariki Ora Week 2007 coalition activities will not be accepted.
- All projects need to comply with the Ministry of Health National WellChild Schedule. Projects that do not follow 'best practice' principles will not be funded.
- The National WellChild Steering Committee makes the final decision.
- Priority will be given to Coalitions who have not received a grant from the committee before.
- Priority will be given to coalitions that specifically target at risk groups

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The theme for the week in 2007 is **"Time - your most precious gift"**. You may also wish to focus upon any topic that you identify as important to your community in relation to National WellChild/Tamariki Ora 2007 Week.

Coalition:

Include the name of your coalition here.

Title of Project:

Be specific and ensure your title directly links to the purpose of your **"WellChild/Tamariki Ora checks "** project.

Contact details:

This refers to the telephone number, fax number postal/physical address and email of the Project Director (see below for further information on the role of the Project Director).

GST No:

Is required if Project Director's organisation is GST registered and wishes to recover the GST.

TIPS ON WRITING A PROPOSAL -

Summary of Project:

Write this section last, it should summarise information provided in the application. Focus on the major points of the proposal.

Project Period - Start and Finish Dates:

Indicate when you plan to start and finish the project. The project can be implemented outside of National WellChild/Tamariki Ora Week 2007, and be used by the coalition to build on activities that they undertake during the Week, or alternatively, National WellChild/Tamariki Ora Week 2007 could be the launch of a project or be used to bring a project to conclusion.

What are you actually planning in relation to "Time - your most precious gift"

Describe the activities of your project. Be realistic about what you can achieve with the project. Consider the time, resources and skills you have available carefully.

How are you actually planning your Project with reference to "Time - your most precious gift"

Describe the steps you will take to plan for your Project

TIPS ON REPORT WRITING -

How effective was your project?

Within the field of WellChild/Tamariki Ora we measure effectiveness by change in:

- Knowledge
- Attitude
- Behaviour
- Environment

How will you spend the money?

Provide details on how funding will be used, listed under the identified headings. If you request funding for media advertising explain why advertising is needed as part of a more comprehensive programme. This is likely to be viewed more positively than an application submitted for advertising alone. The category "other" may include items of koha to local school/Marae; rental for a particular venue to conduct an injury prevention "fair"/seminar; fee for a keynote speaker.

Who is the Project Director?

The Project Director is the main contact for the project who will ensure that it is conducted properly. This person must have the approval and support of their own organisation, as well as the coalition, in order for the project to be considered for funding. The organisation supporting the grant will receive the funding on behalf of the coalition, and will be required to ensure that a project report is provided on completion of the project. This provides assurance to the Funder that the grant will be used as it was intended. In short, the Project Director's organisation acts as a guarantor for the project funds. If the project is not implemented correctly or the project report is not received by the due date the Project Director and the Project Director's organisation will be asked to reimburse the Funder.

For further information please call Marguerite Dalton Ph (09) 3737-7599 Extn 84666