



## General Employees

### Reason For The Grants

To promote and assist the development of employment skills within Marlborough by assisting those people who have a real need and desire to improve their employment skills and qualifications and who face financial barriers in doing so.

### What The Grants Are For

Employment Support Marlborough Trust (ESM) awards grants to a maximum of One Thousand five hundred Dollars (\$1,500.00) for tools, training, or projects which applicants need to achieve their goals. There is an expectation that funds are unable to be obtained from any other source including family.

### Who Can Apply

Applicants must be New Zealand residents and reside in Marlborough.

### What Information Is Required?

Applicants should be prepared to explain their circumstances. In particular they must show that they suffer from financial barriers which may prevent them from achieving their employment goals. These details will be kept confidential. Applications are to be made on the forms provided by the Trust.

### Where to Find Out More

For further information, or assistance with completing the form, please enquire at Custom Copy Ltd, 1 Main Street, Blenheim, phone (03) 578 0624. email [info@customcopy.co.nz](mailto:info@customcopy.co.nz)

### Applications to be Addressed to:

**The Secretary  
Employment Support Marlborough Trust  
C/- PO Box 177  
Blenheim**

*Money for this grant scheme is obtained through fundraising and activities conducted by ESM, and in particular through Custom Copy Limited, a company fully owned and operated by ESM to provide for its charitable objectives in the Marlborough Community.*



## General Employees Application form

1. Surname \_\_\_\_\_

2. First Name/s \_\_\_\_\_

3. Postal Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Residential Address (if different from postal address)

\_\_\_\_\_  
\_\_\_\_\_

Phone number or contact number \_\_\_\_\_

4. What qualification/project are you undertaking and how will it improve your employment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What is the name of your employer.

\_\_\_\_\_

6. Please describe your employment goal(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please provide information about how a lack of money is restricting you from undertaking the qualification/project stated in your application. **Please also confirm that you are unable to obtain funds from any other source including family.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What is the amount of the grant you seek, and what do you want it for? (Note, that the grant is up to a maximum of \$1,500.)

Itemise Costs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Any other information to support your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorise the Employment Support Marlborough Trust to make any enquiries it may deem relevant of any person or organisation in connection with this application.

I declare that all information I have given on this form is true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Checklist

- Copy of Birth Certificate/Passport (Proof of NZ Residency)
- Statement of Position supported by copies of Bank Statements (1 month)
- Employer declaration
- Other supporting documentation (if any).

# Employer Declaration

Employer to complete

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

Please comment on the applicant's employment and how completing this qualification/project will enhance their employment within your organisation

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Please comment on any other information you think relevant

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I support this application and believe that the applicant will have difficulty in completing their qualification without financial assistance.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

For further details I can be contacted at:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# Statement of Position

**Applicant** :.....

**Date** :.....

**Dependants** :.....

**Monthly Income (In the hand)**

**Monthly Expenditure**

Salary/Wages	\$
Spouse/Other	\$
<b>Total</b>	<b>\$ _____</b>

Mortgage/Rent	\$
Hire Purchase	\$
Credit Card	\$
Rates	\$
Insurances	\$
Motor vehicle expenses.	\$
Power	\$
Telephone	\$
Groceries	\$
Other	\$
<b>Total</b>	<b>\$ _____</b>

**Assets**

**Liabilities**

Residential Property	\$
Rental property/s	\$
Personal effects	\$
Motor vehicle/s	\$
Household Furniture	\$
Bank account/s	
Cash	\$
Other Investments	\$
<b>Total</b>	<b>\$ _____</b>

Mortgage	\$
Hire Purchase	\$
Credit Card (Limit \$        )	\$
Overdraft	\$
Other Loans	\$
<b>Total</b>	<b>\$ _____</b>

**I certify that the above information is correct**

Signed .....