

## Guidelines

Alongside [general help](#) for application forms, the Cancer Research Trust NZ's help resource includes [specific guidelines](#) for your Cancer Education Development Fund application.

**i** If neither of these links provides the information you need, please use the contact form at the bottom of this page to send your question to the Cancer Research Trust NZ's General Manager.

## A. Overview

### 1. Event title \*

### 2. Proposed event dates

Planned event start date *	Anticipated event end date *	Duration
<input type="text"/>	<input type="text"/>	Invalid date

### 3. Coapplicants

In approximate order of significance, enter each coapplicant's email address and click *Search*. If there is no existing account for this email address you will be prompted to enter the required details.

This field may be left blank if there are no coapplicants.

 

### 4. Media summary of event \*

Describe the event and its significance to cancer, the expected contribution of the invited speaker/s and how the support of the Cancer Research Trust New Zealand will be acknowledged, in language understandable to the public as a press release. Maximum 100 words.

**A** Normal text ▾ **B** /  U      

### 5. Keywords \*

At least three, and up to six, keywords that capture the essence of your proposed event. Start typing and select from the matching entries. If there's no match, *Enter* will add what you've already typed as a new entry.

 

### 5. Host institution \*

Select the institution which will be responsible for managing any funding which may be awarded.

## C. Budget

### 1. Event costs

Be aware of these points:

1. Provide specific details on the requested costs to support the event. Costs should be GST exclusive.
2. The Trust does not fund institutional overheads,
3. Business class travel will only be considered for flights of more than 8 hours.
4. The green buttons will add sections and rows as required.

	Year one	Total
<input type="button" value="+"/> Enter a section name		
<input type="button" value="+"/> Description of cost	<input type="text" value="0"/>	\$0
<b>Subtotals for</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>
	Year one	Total

### 2. Other support

List the sources of other actual and prospective support, using the green button to add rows as needed.

- For support already committed, put the amount in the final column.
- For support sought, note the expected date and/or amount after the source name, and put 0 in the final column.

<b>Total budget (as above)</b>		<b>\$0</b>
<input type="button" value="+"/> Source of funding	<input type="text" value="0"/>	0
<b>Total of other funding</b>		<b>\$0</b>
<b>Budget less other funding</b>		<b>\$0</b>

### 3. Amount requested from the Trust

The maximum award is \$5,000.

### 4. Quotations

Provide appropriate quotes to support the above budget costs. If travel support is requested quotes must be provided.

## B. Description and objectives

Provide a full description of the event and its objectives under the following headings. There is a 1,000 word limit for this section, excluding any attachments. Current combined total: **0** words.

### 1. Details \*

Provide full details of the event and if appropriate the expected contribution of invited speaker/s or facilitators.

**A** Normal text ▾ **B** /  U      

### 2. Relevance \*

Outline the event's relevance to cancer prevention, treatment or end of life care.

**A** Normal text ▾ **B** /  U      

### 3. Acknowledgements \*

Explain how the support of the Cancer Research Trust New Zealand will be acknowledged.

**A** Normal text ▾ **B** /  U      

### 4. Justification \*

Provide justification for invited speakers or facilitators. If appropriate, justify other support for the event.

**A** Normal text ▾ **B** /  U      

### 5. Attachments

1. Attach a full biography and CV for invited speakers or facilitators mentioned in this section.
2. Optionally attach any other relevant documentation necessary for a full understanding of the proposed event.

## D. Previous funding

### 1. Previous CRTNZ Funding

Please describe the key outcomes from any previous funding from Cancer Research Trust NZ. Max 100 words. If you have not received funding from the Trust before, please leave blank.

**A** Normal text ▾ **B** /  U      

## E. Administrative agreement

As an applicant, be aware that this application will usually require internal consideration by your host institution. Allow sufficient time for that institution's internal processes prior to the closing date of this funding round.

1. The Trust may accept any application in full or part, negotiate with one or any number of applicants, re-advertise for applicants and reject or refuse all or any applications.
2. Successful applicants will be required to enter into a separate agreement with the Trust recording the terms on which the grant is made, including the right to use the award of grants for publicity for the benefit of the Trust.
3. The applicant warrants that the information provided by the applicant to the Trust in relation to the application for a grant is true and correct to the best of its knowledge at the date of the application. The applicant will use their best endeavours to communicate any change in the information.
4. The information requested in this application will be used for the purpose of assessing the proposal. Some information will be used in a non-identifiable form for Trust purposes. The Trust undertakes to store all proposals securely and to preserve confidentiality.

Confirm your acceptance. \*

Fields marked with a red asterisk \* are mandatory