

# **Blogg Charitable Trust**

**PO Box 728**  
**Christchurch 8140**

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## **Checklist for applications:**

- For an AGM application use the AGM cover sheet application
  - For an organisation application use the ORGANISATION cover sheet application
  - For an Individual application use the INDIVIDUAL cover sheet application
  - These forms are all different, refer to our website if you are unsure which application form you need to complete, and the criteria for each application.
  - Applications need to be submitted on our most recent form, available from our website, **[bloggcharitabletrust.org](http://bloggcharitabletrust.org)**.
  - For AGM applications we need as much information as possible on the cover sheet i.e please do not put 'refer to attached documents' for either financial information or for a breakdown of cost (where possible).
  - Please attach a copy of your latest Audited accounts or Financial Statement.
  - The trust is GST registered so we do want to pay direct for as many services or goods as possible, this enables the trust to have more funds for distributing to the community.
  - Please submit your application with a quote/invoice so this can be achieved, where possible.
  - We can either pay direct, or to the organisation supporting the application but evidence of expenditure is expected before further applications can be considered unless previously arranged with Gae, the trust's administrator.
  - AGM applicants will be advised of the close off date for applications which is generally the end of Sept each year. Please ensure all accountability is received either prior, or with your application unless previously arranged with Gae.
  - Our preferred communication is email. Please email AGM correspondence directly to Gae, the trust's administrator, [office@bloggcharitabletrust.org](mailto:office@bloggcharitabletrust.org).
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