**KINDHANDS TRUST APPLICATION CRITERIA**

To apply for the Kind Hands Trust the applicant must complete an application form supplied by the Manager of Kind Hands. The application will be sent to the KH trust for review and discussion. The decision to fund or NOT fund will be made by two trustees on a subcommittee and are **final**.

A copy of the funding application will be returned to the KH Manager with the final decision on funding and the amount. Funding will be approved for **up to 6 months**. A new application will be required for additional funding.

**APPLICATION ELIGIBILITY**

The applicant **must meet** the below criteria to be eligible for funding:

* Have a child enrolled under the care of KH
* Have a medical issue or disability

The applicant **must also meet at least 1** of the below criteria to be eligible for funding:

* Have no other funding allocated to them e.g. Carer Support, Family options, WINZ etc.
* Be paying over and above what a normal childcare would charge

Please circle which combined household income bracket you fall under:

30-40K 41-50K 51-60K 61-70K 71k +

Once the child has stopped attending at KH, the funding will cease immediately.

**APPLICATION DOCUMENTATION**

* All sections of the form must be filled out correctly.
* Any supporting documents welcomed
* Both parties must keep a filed copy (electronic or paper) of the funding application and any supporting documents.

**EQUIPMENT FUNDING**

* Quotes must be less than 3 months old, be addressed to the applicant & contain full supplier details (name, address, telephone, GST status, etc)
* Emailed quotes are fine as long as they contain all the required information (listed above)

**BANK ACCOUNT DETAILS**

Bank Account Details for KH must be in the form of:

* A bank statement, or
* A bank encoded deposit slip, or
* Hand written or printed bank details which have been stamped as verified by the bank.

**PROPER USE OF FUNDING**

* Funds from the trust can be used towards the child’s care at Kind Hands.
* Funds may also be used towards a piece of medical equipment or other item/s deemed to be a benefit to the child at KH. For this funding the manager of KH must apply in writing with a written quote and must be approved by **two trustees.**
* Once the funding has been approved, the funding allocated will be deposited by the treasurer directly into the KH bank account.
* The KH trust will require a receipt of purchase or tax invoice for works once complete
* At any time, the trust can audit KH to ensure the funds are being used for the intended purpose
* If funds are not being used as intended, they will be required to be returned back to the trust