



...towards a safe and just world

New Zealand's International  
Aid & Development Agency

**PACIFIC ISLAND COUNTRIES PARTICIPATION FUND (PIC PARTICIPATION FUND)**

**FUNDING APPLICATION FORM**  
(Application to complete)

Return The Completed Form To:

Programme Manager  
PIC Participation Fund  
NZAID

Tel: 64-4-439 8273

Fax: 64-4-439 8513

Ministry Of Foreign Affairs And Trade  
Pacific Island Countries Participation Fund  
WELLINGTON

Private Bag 18 901

NEW ZEALAND

Or [PIC@nzaid.govt.nz](mailto:PIC@nzaid.govt.nz)

<b>1. Name of Applicant Organisation</b>	
<b>2. Contact person</b>	
<b>3. Address (including postal details)</b>	
<b>4. Phone Number</b>	<b>Fax Number</b>
<b>Email address:</b>	
<b>Bank to be paid and location:</b>	
<b>Beneficiary (Account name):</b>	
<b>Bank Account Number:</b>	
<b>5. Title and locality of proposed workshop/ meeting</b>	
<b>6. Name and Address of Organisation Responsible for Implementing the of proposed workshop/ meeting (If this differs from applicant details)</b>	

<b>7. Relationship of this Organisation to Applicant organisation</b>	
<b>8. Amount of Funding Requested (NZ\$ only)</b>	
<b>9. Amount Requested is to fund: (Tick which applies)</b>	<input type="checkbox"/> Associated travel costs, per diems, fees – for how many people?  <input type="checkbox"/> A part of the above (please specify)  <input type="checkbox"/> Contributions from other organisations (please specify)
<b>10. Dates of meeting/ workshop:</b>	
<b>11. Date Funding needed by:</b>	
<b>12. Why has this travel not been budgeted by PIC government / agency or could not be covered by bilateral allocations or core contributions to regional or multilateral agencies?</b>	
<b>13. What contribution will the agency be making towards the costs?</b>	
<b>14. Explain how the proposal is consistent with the objective and eligible activities of the PIC Participation Fund. (Please refer explicitly to the Guidelines for this programme)</b>	
<b>15. What is the objective or purpose of the meeting/ workshop?</b>	
<b>16. What are the measurable outcomes (expected results) or the objective of the meeting/ workshop and how these will the outcomes be achieved both for the meeting/ workshop and the applicant</b>	
<b>17. How will the meeting/ workshop be evaluated?</b>	
<b>18. Explain how gender issues have been addressed for this meeting/ workshop.</b>	

<b>19. How will participants disseminate what they have learnt on return to their countries?</b>
<b>20. Who are the participants?</b>
<b>21. How were they identified?</b>
<b>22. How are they involved in planning, participation and evaluation?</b>
<b>23. How will the workshop/ meeting benefits be sustained? Will there be any follow up activities?</b>
<b>24. Provide a detailed and itemised budget (NZ\$ only) for the proposal Per diems must not exceed the rates on the NZAID website.</b>
<b>25. If you have made an application for any other New Zealand Government funding or funding from any other sources, please note the details here</b>
<b>26. Identify any other agencies involved and include details of their involvement.</b>

