



## PG4 Playgroup Special Grant Application Form

### *Part one – for playgroups to fill out*

#### Contact Details

Please fill out your contact details:

Service number:	
PG number:	
Playgroup name:	
Funding contact name:	
Funding contact postal address:	
Phone number (landline):	
Phone number (mobile):	
Email address:	

#### Returning completed application forms

Applications can be submitted at any time.

If your application is approved, payment will be made after you have been notified of the approval.

Return your form to your local Ministry of Education office. You will find contact information for our regional offices on our website at <http://www.education.govt.nz/ministry-of-education/contact-us/regional-ministry-contacts/>.

## Application Details

The amount you're applying for:	\$
The category you're applying for (please tick):	<input type="checkbox"/> Setup costs <input type="checkbox"/> Health and safety <input type="checkbox"/> Increasing participation <input type="checkbox"/> Extraordinary circumstances <input type="checkbox"/> General

What will you use the special grant for? Attach a separate page if you need to.


How will this benefit the children attending your playgroup? Attach a separate page if you need to.


What are the itemised costs? Attach a separate page if you need to.

Item	Amount
	\$
	\$
	\$
	\$
	\$

## Information about your playgroup

How many children <b>under 2</b> attend your playgroup?	
How many children <b>over 2</b> attend your playgroup?	
What's your average attendance each session?	
How many hours do you operate each week?	
Does your group work with Māori children, Pasifika children, children with special education needs or children from low income families?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

We certify that, to the best of our knowledge, the information contained on this form is true and correct in every particular. We agree that in the event of the playgroup closing we will undertake to ensure that the balance of any grant is repaid to the Ministry of Education and equipment purchased with Ministry funding may be reclaimed by the Ministry.

By signing this declaration we confirm that this Special Grant application is made in accordance with the funding rules outlined in the Playgroup Funding Handbook. The Handbook is available from <http://www.education.govt.nz/early-childhood/running-an-ecce-service/funding/playgroup-funding-handbook/>.

Signature:		Signature:	
Full name:		Full name:	
Address:		Address:	
Phone no:		Phone no:	
Position in Group:		Position in Group:	
Date:		Date:	

**Part two – for Ministry of Education to fill out**

**Application Summary**

Application category:	<input type="checkbox"/> Setup costs <input type="checkbox"/> Health and safety <input type="checkbox"/> Increasing participation <input type="checkbox"/> Extraordinary circumstances <input type="checkbox"/> General
Has the latest PG3 form from this playgroup been received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the total amount of <b>operational funding</b> this playgroup has received in the past 12 months?	\$
What is the total amount of <b>special grant</b> this playgroup has received in the past 12 months?	\$
Does the Ministry hold a fully completed and current PG5 form from this playgroup?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the application include an itemised list of costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the group work with Māori children, Pasifika children, children with special education needs or children from low income families?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Playgroups on school sites or Ministry of Education land**

- Playgroups on school sites or Ministry land wanting to undertake capital works, structural changes or purchases over \$5,000 that affect the building or land need approval from the Ministry (EIS) and the School BOT (if on school site).
- Evidence of Ministry (EIS) and School BOT approval must accompany the application. A grant cannot be approved and payment cannot be made without this evidence.

## Ministry of Education Recommendation, Endorsement and Approval

Total grant applied for:	\$
Total grant recommended to approve:	\$
Total grant recommended to decline:	\$
Rationale for recommendation:	

### Education Advisor, Sector Enablement & Support : recommended / not recommended

Comments:	
Name:	
Signature:	
Date:	

### Education Manager, Sector Enablement & Support : endorsed / not endorsed

Comments:	
Name:	
Signature:	
Date:	