

Jaycee Trust Travelling Fellowship Scheme

* indicates a required field

Guidelines

The Palmerston North Jaycee Trust is pleased to offer the Travelling Fellowship Scheme to "enable young people in all walks of life within New Zealand with potential for leadership to undertake special projects or study beyond or within New Zealand (for limited periods of time) so that their contribution to the community, and their trade, industry, profession, business or calling would be enhanced".

Successful applicants will receive funding of up to \$5,000 (maximum of \$10,000 total funding granted).

The Selection Panel are seeking funding applications for travel costs from persons looking to travel beyond or within New Zealand to apply themselves to a study programme or engage in a special project so that their contribution to the New Zealand community and to their trade, industry, profession, business or calling, will be enhanced.

If you are able to meet ALL of the following criteria, you may wish to apply.

CRITERIA

- 1.Are you under 40 years of age as of 1 January of the year applying?
- 2.Are you a New Zealand citizen?
- 3.Do you live in Palmerston North or the Manawatu District?
- 4.Do you intend to undertake a project that includes intense investigations beyond or within New Zealand?
- 5.Can you illustrate the contribution that will be brought back to your community and how, upon your return, you will be qualified to gain and pass on that benefit to your service role in New Zealand?
- 6.Do you intend to travel for less than three (3) months duration?
- 7.Will your project occur between 1 September 2025 and 31 August 2026?

If you apply, you are required to provide evidence in support of your application. Evidence must show:

- You are under 40 years of age as of 1 January of the year applying, and
- You are a New Zealand citizen, and
- You live in Palmerston North or the Manawatu District, and
- You have been granted approved paid leave for travelling purposes, OR evidence of intention to return to study programme, and
- You are able to meet at least 20% of the total cost of travel.

INFORMATION

The scheme aims to:

- Encourage persons under 40 years of age representing all walks of life in the ideal of service to the community, and in pursuance of this ideal, to underwrite, promote or make donations to any organisation encouraging practical participation in civil activities so that they may develop qualities of citizenship.
- Underwrite funds and otherwise provide persons with avenues of participation whereby such qualities of leaderships as are needed in all communities may be developed.

Application Form

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- Underwrite, promote and pay for furnishing practical opportunities for the advancement of the ideals of fellowship and tolerance on a local, national and international basis.
- Educate members of the community generally in matters of civil, national and international importance.

NOTES

- Applications will be made on this application form and it is likely applicants will be interviewed in the selection process. If you are shortlisted by the Selection Panel you will be contacted regarding an allocated interview time which is likely to be mid-August 2025.
- Interviews are an opportunity for you to meet members of the Selection Panel and state your application more fully. Your attendance at an interview allows the Selection Panel to learn more about your project and answer any questions they may have. It also allows applicants to promote the merits of their project and to seek input and advice from the Selection Panel.
- Applicants may include in their application supporting letters from their teachers/tutors, mentors and other key individuals/organisations.
- The fellowship is intended to cover the all inclusive costs of travel which could not be met by the applicant, provided that applicants are expected to meet not less than twenty percent of such total costs in each case.
- The project shall be completed within the year following approval of the travel fellowship and recipients must, on completion of the project, return to study or employment as the Selection Panel have approved.
- The Selection Panel may, in special circumstances, and in their discretion, grant more than eighty percent assistance if an applicant can justify inability to meet the base criteria of a twenty percent personal contribution.
- Both international and national travel projects will be considered for the 2025 funding round.
- All decisions of the Selection Panel are final and no correspondence will be entered into.

If you have any queries, need more information or want advice on completing the application form please contact **Natalya Kushnirenko** on **06 356 8199** during business hours or email **natalya.kushnirenko@pncc.govt.nz**.

Personal details

Applicant name *

Title	First Name	Last Name

Street or physical address

Address

Must be a New Zealand postcode.

Postal address

Address

Must be a New Zealand postcode.

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Email *

Must be an email address.
All correspondence will be sent to the above email or postal address.

Telephone (day) *

Must be a New Zealand phone number.

Date of birth *

Are you a New Zealand citizen? *

Please attach evidence of citizenship *

Attach a file:

Ethnicity of applicant/group

- ☐ New Zealand European/Pākehā
☐ Māori
☐ Pacific Peoples

- ☐ Asian
☐ Middle Eastern/Latin American/African
☐ Other:

You can select multiple options

Detail

Please give further detail about your ethnicity, eg. Pacific Peoples, Detail: Samoan

Are you available to speak to the Selection Panel in support of your application, if required? *

- ☐ Yes ☐ No

How did you hear about the Jaycee Trust Travelling Fellowship Scheme?

- ☐ Council website ☐ Social media
☐ Council mail-out ☐ Radio
☐ Council staff member ☐ Word of mouth
☐ Local paper ☐ Other:

- ☐ Poster/flyer/brochure

Are you studying at present? *

- ☐ Yes
☐ No

Study details

Where are you studying?

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Name of institute

Part-time or full-time study?

- ☐ Part-time
☐ Full-time

Please attach evidence of intention to continue studying upon your return if the Selection Panel were to grant you the fellowship *

Attach a file:

Employment details

In which trade, industry, profession or business do you work in?

Name of organisation or place of employment

Part-time or full-time employment?

- ☐ Part-time
☐ Full-time

Please attach evidence of approved paid leave or guaranteed employment upon your return *

Attach a file:

Project details

Describe your project *

Please attach full project proposal *

Attach a file:

Please explain what the contribution/potential benefit for Palmerston North / Manawatu District / New Zealand is expected to be *

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Please explain how you will be qualified to gain and pass on the benefit described above in your ongoing service role in New Zealand *

When, specifically, will your project take place? *

Should be within 12 months of this funding round

Where will your project take place? *

In which country?

Project expenses

Please provide details of how much your project will cost. Failure to provide adequate financial information could jeopardise your application. Please provide **FULL BUDGET** details **including quotes** (use separate sheet if necessary), inclusive of GST.

Please include the following:

- Travelling costs / including return air ticket but excluding accommodation
- Materials
- Course fees / charges (if applicable)
- Other / specify

Item	Detail	Amount
		\$
		\$
		\$
		\$

Total project expenses

Total costs

\$

This number/amount is calculated.

Personal contribution

How much money will you contribute to the project? (Should be at least 20% of the total travelling costs above.)

Please include the following:

- Travelling expenses
- Course fees / charges

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- Cash in hand already spent
- Other sponsors / grants / donated material
- Intended fundraising / provide estimate
- Other / specify

Personal contribution	Detail	Amount
		\$
		\$
		\$
		\$
		\$
		\$

Total personal contribution

Total funds available / expected

\$

This number/amount is calculated.

Budget summary

Please specify the amount of funding requested.

Project balance *

\$

This number/amount is calculated.

Amount requested *

\$

a dollar amount

Project referees

Please provide names and contact details of two people we can contact if we require further information about you and/or your project.

You are welcome to attach letters of endorsement from appropriate persons (this is not a requirement).

Name

Relationship to you

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Phone

Email

Name

Relationship to you

Phone

Email

Letter(s) of endorsement (if including)

Attach a file:

Checklist

Before submitting your application, please ensure you have completed the form correctly and provided the required information by ticking the boxes below. *

- ☐ Are you under 40 years of age as of 1 January of the year applying?
- ☐ Are you a New Zealand citizen?
- ☐ Have you attached quotes for the amount required?
- ☐ Have you attached evidence that shows you are under 40 years of age as of 1 January of the year applying; you are a New Zealand citizen; you live in Palmerston North or Manawatu District; you have been granted approved paid leave or guaranteed employment upon your return OR you intend on returning to your study programme; you are able to meet at least 20% of the total costs of travel?

Evidence can include certified copies of passport, birth certificate, recent utility bill, bank statement, letter from employer, letter from study institute, etc.

Upload evidence *

Attach a file:

Privacy

Pursuant to the Privacy Act 2020, relevant information pertaining to successful recipients and their achievements may be used to promote any aspect of the aims and/or activities of the Jaycee Trust.

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☐ Please signify, by ticking the box, if you object to this.

Conflicts of interest

Please declare any conflicts of interest or known associations with Council, eg. the involvement with/of any Elected Member or Council Officer.

Declaration & consent

In making this application, I certify that the information given is true and accurate and I consent to the use of my personal information for purposes associated with assessing this application.

I accept that the decision of the Selection Panel is final, and that no correspondence will be entered into.

I confirm that I have obtained the consent of the referees to provide details as requested.

If the application is successful, I agree to:

- 1.Prepare a formal itinerary for final approval by the Selection Panel before the fellowship grant is paid.
- 2.Accept in writing any offer of such travelling fellowship to be made by the Selection Panel, and to abide by any conditions attached thereto.
- 3.Submit a report of the project to the Selection Panel within three (3) calendar months of completion of the project. Your report can be in written form or you may like to use a PowerPoint presentation or similar.
- 4.Participate in any audit of the project conducted by the local authority.
- 5.Participate in a media release.
- 6.Advise the Selection Panel as soon as possible if my circumstances change or I cannot proceed with the approved project and I may be required to refund any approved grant.

I declare that to the best of my knowledge the above details are true and correct.

Full name *

Signature of applicant *

Date *

Must be a date.

Approval of leave

Employer approval for applicant to undertake project on paid leave.

Year leave to be taken *

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Full name *

Signature of employer *

Date *

Must be a date.