

Guidelines for Grant Applications from Bowron Foundation

INTRODUCTION

Under the terms of the Bowron Foundation Trust Deed, codified in Bylaw 7, the Executive Officers of the Photographic Society of New Zealand Inc. (PSNZ), have been given the power to act as Trustees for the operation and management of the Foundation.

Objectives of these guidelines

These guidelines set out the processes and background that applicants need to be aware of for the successful application of a grant from the Foundation.

Background

The Bowron Foundation is a charitable trust established in 1969 by the late Fred Bowron, who was then patron of the Society.

The Foundation Trust Deed provides for the Executive Officers of the Society to be the Trustees of the Foundation. Under the Society's Constitution, the Executive Officers of the PSNZ Council are the President, Vice-President, Treasurer and Secretary.

Pursuant to the terms of the Foundation Trust Deed, the Executive Officers of the Society have wide powers, namely to use the income from the Foundation in furtherance of its purposes, stipulate the grounds upon which, and the circumstances under which an application for a grant may be made from the Foundation funds.

Foundation Objectives

The purpose of the Foundation is essentially the same as those stated for the Society, namely:

- a. To advance photography in New Zealand as a graphic art.
- b. Advance the interests of the public in New Zealand in photography.
- c. Further the interests of the Photographic Society of New Zealand Inc. in achieving its objectives.

- d. Generally, to promote the advancement of photographic science and art in all its applications in New Zealand.

The more detailed objects for the Foundation fund include:

- a. Permission to establish or assist in establishing bursaries for the study of photography or of promoting lecture tours in New Zealand to encourage the advancement of photography.
- b. Financing or subsidising overseas photographers in coming to New Zealand to attend any gathering or event of importance to the Photographic Society of New Zealand Inc.
- c. Financing or subsidising any person in travelling overseas to attend any gathering or event of importance to the Photographic Society Inc.
- d. Assisting members of the Council of the Photographic Society of New Zealand Inc. to attend extraordinary or special meetings of the Society.

Management of Foundation

The purpose and functions of the Trustees/Executive Officers shall be:

- a. To seek applications for the payment of grants from the Foundation's funds at such time or times in each year as the Trustees/Executive Officers shall determine.
- b. To receive and consider such applications and supporting documentation to make recommendations thereon. In doing so, the applicant shall supply the following to the Society's Treasurer:
 - 1. A copy of application.
 - 2. Background and any supporting documentation relevant to the Grant application.
- c. The discussion and recommendations of the Trustees/Executive Officers shall be confidential to the Trustees and no applicant for a grant, or any person other than a member of the Executive Officers, shall be entitled to any information about such discussions or recommendations.

Other matters:

- a. The Trustees/Executive Officers may regulate its own procedure and may conduct its business by correspondence, email or telephone, as well as by formal meeting. In particular the Trustees may:
 - i. Require applicants to supply information in support of grant applications on the prescribed application form
 - ii. Require applicants to lodge applications by specified dates, these being:
 - Regional Conventions: Three months before scheduled start date of regional convention
 - National Conventions: Three months before scheduled start date of national convention.
 - Other applications: To be received three months prior to expenditure being required.

- b. All grants shall be presented and published in such manner and at such times as the Executive Officers shall from time to time determine.

Grant applications

When applying for a grant, the following should be noted:

- a. Grants may be made to individuals, as well as photographic Clubs or similar organisations. However applications to support individual grants that are likely to result in personal financial gain to the applicant will not be approved.
- b. The main criterion is that a reasonable number of people will benefit if a grant is approved, eg. A group seminar or a series of seminars for the teaching of photography.
- c. Applicants are normally expected to provide some funding contribution or resources towards the project for which assistance is being sought.
- d. Applications for funding to cover the operation/management costs of the event are not considered within the bounds for which a grant can be applied for.
- e. Allow three months for processing of applications, and lodge applications within the specified times noted above.
- f. No expenditure for which a grant is being applied for shall be made, until such time as the advice of the approval of the grant has been received, or the grant applicant is advised the application has been declined.
- g. Grants are paid exclusive of GST. No GST is payable in respect to the receiving of any grant.
- h. While current Trustee policy is flexible as to amounts to be applied for, the amounts are to be considered as underwriting actual costs. I.e. If the amount applied for exceeds the actual cost, then only the actual cost will be paid out. Applicants should make allowances in their budgets for the estimated cost but be aware that the final amount paid out will be the actual cost of the project subject to the production of receipts.