

Part H – Forms

Please do not complete your applications or reports by hand. These forms are available on the website www.nzaid.govt.nz as word templates for ease of use. If you find difficulty using the electronic forms please contact the KOHA-PICD Administrator

Form Number	Form Title	Description
1	Organisational Profile	This form is required to be completed by any New Zealand NGO seeking KOHA-PCD and Humanitarian Action Fund funding
2	Community Development Project Application	This form is for use by Individual Grant Organisations seeking funding for single or multi-year community development projects and programmes within KOHA-PICD.
3a	Project Report	This report form is for use by Individual Grant Organisations who have received funds for single year community development projects or for the final year of multi-year projects with KOHA-PICD funding. This is a final reporting form. Block Grant Organisations should complete this form when requested to provide an in-depth report to the KOHA-PICD PMC.
3b	Annual Progress Report	This form is for use by Individual Grant Organisations who have implemented multi-year community development programmes with KOHA-PICD funding.
4a	Block Grant Application	This form is for use by all organisations wishing to apply for a Block Grant. See form for eligibility criteria.
4b	Suggested Block Grant Proposal	This format is a suggested outline for Block Grant Organisations developing new programme proposals or projects exceeding NZ\$200,000.
5	Block Grant Annual Notification	This form is for use by Block Grant NGOs using all or part of their Block Grant to support projects of under NZ\$200,000 KOHA-PICD funds.
6a	Block Grant Annual Accountability Check List	This checklist is to ensure Block Grant Organisations provide all the necessary documentation to the PMC by the first meeting deadline after 30 th June each year.
6b	Individual Grant Organisations – End-of-Year Report	The purpose of this report is to provide an acquittal of administration funds and an up-date on the NGO and its projects.
7	Partnership for Development Application	This form is for use by KOHA-PICD registered organisations wishing to initiate a relationship with an

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		overseas development organisation or network with the support of KOHA-PICD funding.
8	Partnership for Development Report	This reporting form is for use by KOHA-PICD registered organisations who have received funds under the KOHA-PICD Partnerships for Development funding window.
9	NGO Organisational Support Application	This form is for use by all KOHA-PICD registered organisations seeking to fund one-off capacity building or organisational strengthening of their NZ NGO operations.
10	NGO Organisational Support Report	This form is for use by all KOHA-PICD registered organisations reporting on the use of funds for one-off capacity building or organisational strengthening of their New Zealand NGO operations.
11	Appraisal, Monitoring & Evaluation Application (AM&E)	This form is for use by Individual Grant Organisations seeking KOHA-PICD funding to undertake appraisal, monitoring and evaluation activities with partners.
12	Appraisal, Monitoring & Evaluation Report (AM&E)	This Individual Grant Organisations project/Non-block Grant NGOs reporting on KOHA-PICD funded appraisal, monitoring and evaluation activities with partners.
13	Block Grant Appraisal, Monitoring & Evaluation Report (AM&E)	This form is for use by all Block Grant funded organisations and provides a summary report on AM&E activities undertaken in the past financial year.
13 Annex	Summary of AM&E Activities for Financial Year	This form is for each Block Grant, AM&E activity. Complete one for each AM&E activity undertaken.