

## Part H – Forms

Please do not complete your applications or reports by hand. These forms are available on the website [www.nzaid.govt.nz](http://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 <b>final</b> reporting form.<br><br>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.  |
| 6           | 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 <sup>th</sup> 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.   |
| <b>8</b>        | 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.                                   |
| <b>9</b>        | 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.                            |
| <b>10</b>       | 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. |
| <b>11</b>       | 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.                                    |
| <b>12</b>       | 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.                                   |
| <b>13</b>       | 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.  |
| <b>13 Annex</b> | 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.   |