



APPLICATION INSTRUCTIONS FOR THE NEW ZEALAND INSTITUTE OF BUILDING CHARITABLE TRUST AWARD

(Known as 'The NZIOB Charitable Trust Award').

Instructions to applicants:

Use the headings listed (a - g) below when preparing your application.

Please supply all the information requested as without that information an application cannot be fairly considered by the Panel.

Applicants are invited to discuss their proposals with a mentor nominee of the NZIOB Charitable Trust, before submitting their applications. Please contact the NZIOB Charitable Trust via trust@nzio.org.nz should you wish to do this, and they will put you in touch with the appropriate NZIOB Charitable Trust representative.

Applications must be received by 5pm on 30th June 2018 and be addressed to:

The NZIOB Charitable Trust
c/- NZIOB
P O Box 10 814
(8/108 The Terrace)
Wellington 6143

Or via email to trust@nzio.org.nz

a. Full name

(As on your passport or birth certificate);

b. Full Contact Details

(Including address, email address and telephone numbers at which you can be reached for additional information or to notify you of the outcome of your application).

c. Eligibility Status

- i. NZIOB membership number (if applicable)
- ii. Statement of New Zealand Citizenship/Residency.

(Note: NZIOB membership is not a prerequisite for entry to the NZIOB Charitable Trust Awards).

d. Certified copies of your qualifications and/or evidence of experience:

- i. Related to the design, construction and management of buildings; and
- ii. Other.

(Note: not having completed a copy of a qualification does not disqualify you from this Award).

e. Proposed Use of the Award:

Describe in detail how you propose to use the Award to advance some aspect of design, construction, or management of buildings in New Zealand. Note: the scope or range of topic for any proposed project is open-ended as the Award looks to encourage an applicant's initiative to introduce improvements to the industry. It is expected that this will be no more than two A4 pages. In addition, please provide a maximum 150-word synopsis which could be used to describe the proposal to a lay person (e.g. imagine a newspaper is reporting on the proposal).

f. Describe what other sources of funding or support you have obtained in support of your proposal:

Note that a successful applicant may use this Award as a contribution to a project funded from multiple sources. In such cases applicants must show the full details of that other funding in their proposals.

g. Supply the names, and contact details of two people who are familiar with your proposal and who will be prepared to give any specific additional details to the Panel should such information be required.

Submission of a proposal is on the basis that the applicant accepts all the conditions set out in the separate document '*Rules for the NZIOB Charitable Trust Award 2018*'.