

QUAKER PEACE AND SERVICE AOTEAROA/NEW ZEALAND
The Religious Society of Friends - Te Hāhi Tūhauwiri.

LOXLEY AWARD INFORMATION AND APPLICATION FORM

Closing Date November 15th

The Loxley award has been established to support New Zealanders, Quakers or non-Quakers, to undertake a project of their choosing or a study programme, in New Zealand or abroad, which promotes understanding of peace, justice or environmental issues.

VALUE OF AWARD: UP TO \$NZ 25,000 TOWARDS TRAVEL EXPENSES, LIVING EXPENSES AND COURSE FEES.

Quaker Peace and Service Aotearoa New Zealand (QPSANZ) is a permanent committee of the Yearly Meeting of the Religious Society of Friends (Quakers).

The goals of QPSANZ are as follows:

- a) To give practical support to and raise funds for the social concerns of Quakers in Aotearoa/New Zealand and overseas;
- b) To assist groups struggling for justice and peace in order to promote fulfilling and creative relations between all people;
- c) To respond to emergencies and to work for the relief of material and spiritual suffering everywhere;
- d) To uphold the Society's peace testimony and facilitate reflections on ways in which Quakers and others might give practical expression to the peace testimony;
- e) To support individual objections to war, promote arms control and all moves towards general and complete disarmament; to work for trust, confidence and common security between all nations;
- f) To support projects and programmes that work to promote peaceful alternatives to violence;
- g) To have an openness to and cooperation with other Aotearoa/New Zealand groups working for peace, justice or climate change;
- h) To facilitate close cooperation with Quaker and other peace and service agencies overseas.

Further information on QPSANZ and the Quaker Peace Statement may be found on the Quaker website; quakers.nz

CONDITIONS

The Loxley award is subject to the following conditions:

1. Projects are to be consistent with the objectives of QPSANZ and ideals of the Quaker testimonies.
2. The minimum age is 18 years.
3. Applicants must take up the award within twelve months of being awarded.
4. Applicants on overseas projects must return to New Zealand on completion of their project.
5. Monies will be paid out in instalments, subject to the receipt of acceptable interim progress reports.
6. Successful applicants shall within 3 months of completion of their project submit a detailed report to QPSANZ, **by email to** (clerk@qpsanz.quakers.org.nz). This report becomes the property of QPSANZ
7. Successful applicants will submit a short (around 150 words) summary of their completed work, to be posted on the QPSANZ section of the quakers.nz website. A photo **of the applicant** is desirable but not required.
8. On completion of the project report, the recipient is expected to present their project to the wider Quaker meeting, in person or virtually.
9. If the project is abandoned, QPSANZ is to be advised promptly and reserves the right to claim back in full, or an appropriate portion of, the monies awarded.

ELIGIBILITY

- Any New Zealand citizen or permanent resident over the age of 18 years may apply for the award.
- The award is available for projects inside and outside of New Zealand.
- The award is intended for projects of less than a year's duration.
- The award will not be granted to pay study fees for academic or professional qualifications.

APPLICATION GUIDELINES

- Applications must be received by QPSANZ by 15th November.
- QPSANZ prefers to receive completed applications (and associated material, including references) by email to clerk@qpsanz.quakers.nz. Posted applications should be sent to QPSANZ PO Box 6083 Dunedin North 9060
- Be clear and concise in detailing your project and the benefits that will flow from the project.

- Applications must be on the current form; any additional information other than that mentioned below will not be considered by the selection panel.
- Include with your application websites or other publications describing training programmes, workshops etc you are wishing to enrol in.
- A budget must be provided detailing expenses, including travel costs at the best available rates, and how you intend to fund the project (including funding from other sources).
- If travelling overseas, be realistic in estimating costs of food, accommodation and internal travel in the country or countries you propose to visit.
- Two referee reports are required on the forms provided. One of your referees should be an employer, sponsoring organisation or professional body.

RESPONSIBILITIES OF QPSANZ

- QPSANZ will not enter into any discussion with regard to its final decision.
- QPSANZ will publish on the website the name of the successful applicant, a short project summary and biography. In all other respects the information provided by the applicant will be confidential to QPSANZ, unless applicant's permission has been received.
- QPSANZ does not accept responsibility for any increases in costs the applicant may incur from the time of forwarding their application to the start of their project.
- QPSANZ will appoint a mentor/support person to work with the applicant for the duration of the project.
- QPSANZ will provide a contract that details a negotiated payment schedule.
- QPSANZ expects to make a decision on the Loxley award by 31st December.

The application begins on page 4 of this document.
The referee's report is on page 6.

**QUAKER PEACE AND SERVICE Aotearoa/New Zealand
APPLICATION FORM FOR LOXLEY AWARD (UP TO \$25,000)**

Personal details

Full name:

Preferred pronouns:

Home address:

Home or mobile phone:

Employer:

Employer phone & email:

Occupation:

Date and place of birth:

Are you an NZ citizen or permanent resident?

Name of your Quaker Meeting:

(Or the nearest Quaker Meeting to you if you are not a member or attender)

Referees

(Your first referee must be an employer, sponsoring organisation or professional body)

1. Name, phone number:
Address & email:

2. Name, phone number:
Address & email:

Project Summary

Start Date:

Finish Date:

Funds requested from the Loxley Award:

Give a brief summary (up to 150 words) of the project and how it fulfils the goals of QPSANZ as outlined on page 1.

Qualifications and Project Details

- a) Give a summary of your background and suitability to undertake this project.
- b) Describe the activities you would undertake to complete your project.
- c) How do you see the project benefiting you and Aotearoa/New Zealand?

Give a detailed budget for your project.

This may take more than 1 page and should include:

- a) Travel and accommodation costs, separating internal from overseas costs. Indicate in as much detail as possible the places you plan to travel to, and for how long (e.g. number of days in each place). Don't forget travel insurance for overseas trips.
- b) Expenses; e.g. cost of living expenses, project or research materials, training fees etc. (as applicable).
- c) Sources of funding for this project, including costs you will meet personally and other grants you will receive or are applying for.
- d) The amount you are requesting for the Loxley award

Other comments in support of this application [optional].

Use of personal information:

- a) Information about the applicant and referees provided will be held by QPSANZ for the purpose of evaluating the application and to administer the award.
- b) The name of the award recipient, the amount of the award and a description of the project will be made public in the Friends' Newsletter, the QPSANZ annual report, and on the Quakers.nz website.
- c) QPSANZ reserves the right to contact individuals and organizations mentioned in your application to assist with evaluation of this application.
- d) Applicants and referees may, under the Privacy Act 1993, request access to their personal information for correction. Such requests must be in writing.

Declaration: I acknowledge that the information I have provided in this application is factual and that any award made to me by Quaker Peace and Service Aotearoa New Zealand will be spent only on the project outlined. I have read, understand and agree to the conditions of the award.

Signature

Date

Loxley Award Referee's Report

Applicant's name:

Referee name:

Referee address:

Phone number:

Email address:

INSTRUCTIONS

The person asking for this reference has applied for funding from the Loxley Award for a project outlined in the attached form. Your advice and comments will be appreciated and treated in confidence by QPSANZ.

Please comment in detail (use more space as required):

1. Your knowledge of the applicant, how long you have known the applicant and your relationship to the applicant.
2. Your assessment on whether the applicant has the qualities and experience and ability to complete the project.
3. Your opinion on how this project will benefit the applicant and Aotearoa/New Zealand.

Signature:

Date:

Please return this form to:
clerk@qpsanz.quakers.nz (preferred)

or by mail: QPSANZ, PO Box 6083, Dunedin North, 9060