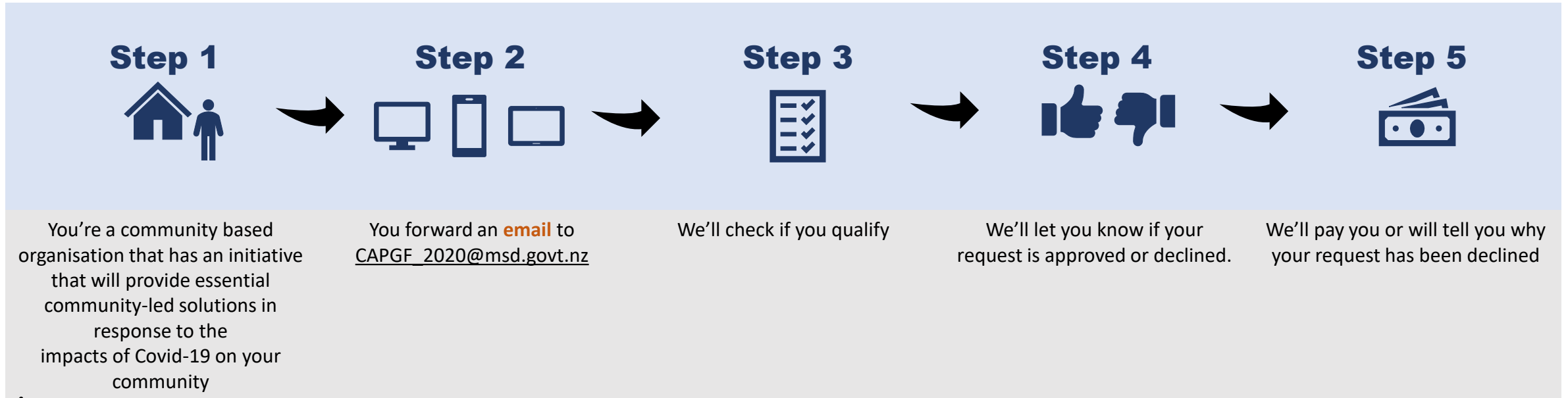


# Community Awareness and Preparedness Grant Fund Application Process



## Remember to:

**Make sure** your **email** address includes:

- The name of your organisation and initiative (in the subject line)
- An invoice with itemised costs
- A copy of your bank statement showing your account name and account number

**Make sure** your invoice is addressed to the Ministry of Social Development, PO Box 1656, Wellington 6140.

❖ **For organisations that are registered for GST** you need to include your GST number and show the GST component on your invoice

❖ **For groups that are not GST registered** you need to state this on your Invoice and do not need to show the GST component.