



# **REQUEST**

**for**

# **FUNDING OF COMMUNITY PROJECTS**

- **Criteria and Guidelines**
- **Grant Application Form  
For Funding Round Closing on  
31 August 2018**

Hutt Mana Charitable Trust  
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**APPLICATIONS CLOSE ON 31 AUGUST 2018**

# FUNDING CRITERIA AND GUIDELINES

## Terms and Conditions

- The Hutt Mana Charitable Trust (hereinafter referred to as the 'Trust') is under no obligation to meet requests for grants. The funds belong to the Trust which has the sole right to determine whether a grant will be approved and no dialogue or correspondence will be entered into regarding decisions made on applications.
- All grant requests must be received by the Trust by 5pm on 31 August 2018 for consideration, and are subject to the availability of funds (incomplete grants or grants received after the closing date are not able to be considered by the trustees).
- Applicant sports groups must be affiliated to a recognised national organisation.
- Applications must be future focused, ie the application must be approved prior to the event/project/purchase taking place. Retrospective applications cannot be processed.
- Grant Applications will only be considered in normal circumstances on a six monthly basis with applications closing on the last Friday of February and August. Only one application per twelve month period will be considered. Applications for grants will not be considered if previous grants have not been fully accounted for to the Trust.
- Grants must be for the benefit of those domiciled within the Hutt Mana area. Consistent with the boundaries of the Trust, this in general terms includes the whole of the cities of Upper Hutt, Lower Hutt, Porirua, and that part of Wellington City comprising Johnsonville, Newlands, and Tawa. Please be specific as to which area your grant application is for.
- Applications must be from organisations within the above defined area or delivering a benefit for members of the communities of that area.
- The project must be started within 12 months of the receipt of the grant.
- The Trust expects an acknowledgement in your Annual Report and in any publicity connected with the project, as well as photos and stories of the use of grants suitable for publishing through Social Media.

## Hutt Mana Charitable Trust will consider applications for grants for a wide range of charitable purposes within the communities of the Trust's district:

Any charitable, philanthropic, amateur sport, cultural or other purpose that is beneficial to the community or any section of it. This shall include, but not be limited to:

- grants for the provision, or towards the provision, of facilities, equipment, and/or playing uniforms for sporting clubs playing in recognised, published leagues or competitions, and/or;
- grants for charitable purposes, including the relief of poverty or welfare assistance through donations to recognised social service or welfare agencies, and/or;
- grants to youth focused organisations or training organisations through the provision of equipment or scholarships that are administered by the recipient organisation, and/or;
- grants for recognised cultural, health, environmental, recreational or philanthropic activities or groups within the local community.

## Who can apply for funds?

To be eligible for grants you need to be a non-profit organisation that is active within the Hutt Mana district in the areas of recreation, health, welfare, environment, youth, arts and culture or amateur sport.

## What sort of purposes will be considered for funding?

The Trust funds what is referred to as "Authorised Purposes", being purposes that have a benefit to the communities within the Hutt Mana district in accord with the Trust's objectives/policies.

## Examples of items that will be considered for funding:

- Local environmental improvement or enhancement projects.
- Resources and equipment for youth development and recreational projects.
- Training for community organisations to upskill volunteers
- Projects involving the merger or rationalisation of two or more community or recreational organisations.

## The following are examples of purposes which would NOT qualify as 'Authorised Purposes':

- Administration costs for sports groups.
- Costs associated with staging "after-match" functions for sporting groups.
- Feasibility study or report writing.
- Servicing of existing debt.
- Grants to non-affiliated sports or social clubs.
- Grants to clubs that use a commercial gaming machine site (eg a pub) as a clubroom or sporting venue.
- Cash prizes or large non-cash prizes.
- Purchase or subsidy of alcohol, food, entertainment or refreshments – other than in special circumstances.
- "Trade tournaments" or sporting events staged primarily for commercial publicity and/or the benefit of a selected industry group.
- Travel insurances and taxes.
- Vehicles for motorsport, private or commercial activities.
- Sporting trips for supporters.
- Commercial tourist promotions.
- A purpose that will result in a clear commercial gain or profit for an individual or organisation.
- Grants to further the activities of professional sports persons (except where such a donation is made for any coaching, training or development purpose for an amateur sport community organisation).
- Any individual person unless the grant is made to, and administered by, an incorporated body to which the individual is affiliated.
- Family reunions or group reunions.
- Events or trips, which are predominantly social in nature.
- Purchase or subsidy of vehicles intended for purposes associated with social functions.
- Prizes for sporting events except for trophies or modest non-cash prizes for use in genuine community sporting events (the definition of "modest" will in each case be determined by the size of the event concerned).
- Dress uniforms and laundry.
- Grants for the benefit of lobby groups or political parties.
- Grant requests for fundraising for another organisation are not permissible. This includes 3<sup>rd</sup> party requests.
- Projects that are considered to be the responsibility of local or central government.

## Sporting events or tournaments

Travel and accommodation costs (not to include any food or alcohol costs) can be processed provided an "official" itinerary endorsed by the host body is supplied along with an itemised breakdown of the quoted costs.

The participating club/organisation must be taking part in a *bona fide* event sanctioned by a recognised legitimate national or regional body.

**This is by no means a definitive list. The Trust will evaluate all applications and inform applicants if the criteria are not met. Receipt of your application will not otherwise be acknowledged.**

**Please note applications are required to be signed by two authorised representatives.**

**Contact the Trust if you have ANY queries in respect to completion of this form or submission dates.**

**APPLICATIONS CLOSE ON 31 AUGUST 2018**

# GRANT APPLICATION FORM

Name of Applicant Organisation

Physical Address

Postal Address  Postcode

Telephone Number  ( )  Email Address

Two contact names, addresses and telephone numbers required:

| NAME | ADDRESS | BUSINESS | MOBILE |
|------|---------|----------|--------|
|      |         |          |        |
|      |         |          |        |

State briefly the aims and objects of your organisation:

Area or district your organisation serves (please be specific):

Number of people whom you expect to benefit from the project

|  |   |
|--|---|
|  | Members: <input style="width: 95%; height: 20px;" type="text"/><br>Others: <input style="width: 95%; height: 20px;" type="text"/> |
|--|---|

Name of:

|                        |
|------------------------|
| Chairperson/President: |
| Secretary:             |
| Treasurer:             |

Describe briefly how the communities in the Hutt Mana district generally may benefit from the assistance given your organisation by the Trust:

What will the Grant be used for?

|  |
|--|
|  |
|  |
|  |
|  |
|  |

Is Your Organisation GST Registered?

Yes  No

GST Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

A Hutt Mana Charitable Trust Grant is classed as a donation. If you are GST registered, any Hutt Mana Charitable Trust Grant you receive does not need to be included in your GST return.

**Funding Details**

- Please show your contributions towards the total of your Project Costs in the Funds Raised column.

| Project Costs                                | \$ |
|--|----|
| List all the eligible costs for this project |    |
|  |    |
|  |    |
|  |    |
|  |    |
|  |    |
|  |    |
| <b>(A) Total cost of the project is</b>      |    |

| Funds Raised – How will your group contribute financially to the project? Eg: | \$ |
|---|----|
| Sponsorship   |    |
| Fees/Subscriptions  |    |
| Fundraising   |    |
| Loan/mortgage/debenture   |    |
| Bank savings  |    |
| Other   |    |
| <b>(B) Your contribution is</b>   |    |

# GRANT APPLICATION FORM

|  |    |  |
|--|----|--|
| How much money are you applying for?<br>(Figures and Words) (Excluding GST if<br>GST Registered) | \$ |  |
|--|----|--|

To find out how much money you should apply for, subtract **your contribution (B)** from the **total cost of the project (A)**. The answer is the amount of money you need in order for your project to go ahead.

Has your organisation received a donation from this Trust in the last 5 years? Yes/No

If "Yes" give brief details of the project, amount and when (last 5 years only):

If you have applied to any other organisation for funding for this project, please list the organisation(s), the amount of money you are applying for and when you will know the result of your application.

| Organisation(s) | \$ Requested | Result Date |
|-----------------|--------------|-------------|
|                 |              | / /         |
|                 |              | / /         |
|                 |              | / /         |

**Documentation Requirements** (the following must be provided before the application can be considered) (Tick)

- |  |                          |
|--|--------------------------|
| <p>1. <b>Bank Account Details:</b><br/>A pre-printed bank deposit form, bank statement or other record of account details in the name of the applicant and <u>verified by the bank</u>.</p>  | <input type="checkbox"/> |
| <p>2. <b>Two current quotations for all goods or services requiring funding (NB: In the event that there is only one national supplier, one quote will suffice).</b><br/>Supplier quotes must be current and addressed to the recipient organisation. Where applicable GST should be shown separately.</p> | <input type="checkbox"/> |
| <p>3. <b>A resolution from the committee/executive to apply for funding addressed to the Hutt Mana Charitable Trust:</b><br/>Must be certified as true and correct by the Secretary/Officer. NB: Example of Resolution is given on following page (see over).</p>  | <input type="checkbox"/> |
| <p>4. <b>For sporting groups:</b><br/>Proof of event, proof of affiliation to a national body or proof the event is sanctioned by a national body</p>  | <input type="checkbox"/> |
| <p>5. <b>Financial Records:</b><br/>Attach a copy of your organisation's latest annual financial statements. If your organisation does not have annual accounts, provide other relevant financial details of your organisation</p>   | <input type="checkbox"/> |
| <p>6. <b>Job description and signed (or proposed) employment agreement</b><br/>if applying for salary or wages</p>   | <input type="checkbox"/> |
| <p>7. <b>Certificate of IRD 'Charitable' status if applicable</b></p>  | <input type="checkbox"/> |
| <p>8. <b>For Incorporated Societies:</b><br/>Common Seal stamp <b>OR</b> copy of Certificate of Incorporation</p>  | <input type="checkbox"/> |

Affix  
Common Seal  
if  
Incorporated

**AUTHORISATION FOR APPLICATION, AND CONSENT TO AUDIT AND PUBLICATION**

We understand that the funds can only be used for the purposes stated and that any funds not used in this manner will be returned to the Hutt Mana Charitable Trust. We agree to provide any information required regarding this grant to the Trust on request, including the provision of receipts or other proof of how the funds were used. This includes copies of invoices and receipts/bank statement highlighting when the payment was made and covering the items/services that you have obtained with the grant proceeds. If the grant is for salary/wages you should provide a copy of the IRD/PAYE monthly schedule (IR348) and the bank statement highlighting the payment of the salary/wages.

We agree that the Trust or its agent may obtain from any third party such information regarding the affairs of the applicant as the Trust considers necessary to consider this application for funding assistance and hereby authorises any such third party to disclose all such information to the Trust.

We agree to comply with a request from an officer of the Trust for any information relating to the receipt and use of funds granted. We agree that an officer of the Trust may direct an audit or inspection of the books, accounts or data systems in which the funds have been deposited. We agree that any audit or inspection will be carried out in a manner approved by the Trust, within the timeframe specified by the Trust. We agree that we shall pay for the cost of any such audit or inspection, which may be conducted by a Chartered Accountant in public practice or a representative of the Trust.

We agree to have our name and particulars of this grant application publicised.

| Signatures of Authorised Representatives (Two Required) | Name and Date |
|---|---------------|
| 1.  |               |
| 2.  |               |

**Applicants will be advised in writing of their success or otherwise**

# GRANT APPLICATION FORM



**Please return the completed Grant Application Form  
(including this page)  
and all supporting documentation to:**

**HUTT MANA CHARITABLE TRUST  
PO BOX 31250  
LOWER HUTT 5040**

**OR**

**THE OFFICES OF KENDONS  
69 RUTHERFORD STREET  
LOWER HUTT 5010**

**Example of Resolution:**

**Resolution:**

It was resolved that an application be made to the Hutt Mana Charitable Trust for funding to cover the purchase of ..... for the amount of \$.....

Certified as a true and correct record.

Signed: .....

Title: ..... (e.g. *President/Treasurer/Secretary*)

Date: .....