



# Funding Request for Community Projects

- Who can apply?
- Application form
- Terms and conditions

## **Applications close on 27 March 2020**

Applications to be delivered, sent or emailed to:

Hutt Mana Charitable Trust  
69 Rutherford Street  
Lower Hutt 5010  
PO Box 31250  
Lower Hutt 31045  
Tel: (04) 569 6113 Fax: (04) 569 2742  
Email: [secretary@hmct.co.nz](mailto:secretary@hmct.co.nz)

## About the Hutt Mana Charitable Trust

The Hutt Mana Charitable Trust is helping to build strong and sustainable communities by providing funding for schools, community groups and individuals in the Hutt Valley, Porirua City and Wellington North.

One of the ways we do this is through our twice-yearly grants to help community groups and organisations with their projects.

## Who can apply?

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

These purposes cover any charitable, philanthropic, amateur sport, cultural or other purpose that is beneficial to the community or any section of it.

They shall include, but not be limited to, grants for:

- facilities, equipment and/or playing uniforms for sporting clubs playing in recognised, published leagues or competitions
- charitable purposes, including the relief of poverty or welfare assistance through donations to recognised social service or welfare agencies
- youth focused organisations or training organisations for equipment or scholarships that are administered by the recipient organisations
- recognised cultural, health, environmental, recreational or philanthropic activities or groups within the local community
- sporting events' or tournaments' travel and accommodation costs (see right).

## What are the criteria?

To be eligible 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. Please check out our terms and conditions on the back page of this application form.

## What sorts of purpose will be considered for funding?

The Trust funds what is referred to as "Authorised Purposes", being purposes that benefit 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.

***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.***

## Sporting events or tournaments

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

***We look forward to receiving your application.***

***Please note applications are required to be signed by two authorised representatives. Contact the Trust if you have ANY queries in respect of the completion of this form or submission dates.***

## GRANT APPLICATION FORM

Name of your 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 objectives of your organisation:

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

Number of people you expect to benefit from the project:

	Members:
	Others:

Name of:

Chairperson/President:
Secretary:
Treasurer:

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

What will the grant be used for? *Maximum 125 words. If you have more information please attach a word document to your application.*

**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	\$	Funds raised	\$
List all the eligible costs for this project		How will your group contribute?	
		Sponsorship	
		Fees/subscriptions	
		Fundraising	
		Loan/mortgage/debenture	
		Bank savings	
		Other	
<b>(A) Total cost of the project is</b>		<b>(B) Your contribution is</b>	

## GRANT APPLICATION FORM

How much money are you applying for? (figures and words) <b>(Excluding GST if GST registered)</b>	\$	
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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):

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If you have applied to any other organisation(s) 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)

**1. Bank account details:**

A pre-printed bank deposit form, bank statement or other record of account details in the name of the applicant and verified by the bank.

**2. Two current quotations for all goods or services requiring funding (NB: if there is only one national supplier, one quote will suffice).**

Supplier quotes must be current and addressed to the recipient organisation. Where applicable, GST should be shown separately.

**3. A resolution from the committee/executive to apply for funding addressed to the Hutt Mana Charitable Trust:**

Must be certified as true and correct by the Secretary/Officer. NB: Example of resolution is given on following page (see over).

**4. For sporting groups:**

Proof of event, proof of affiliation to a national body or proof the event is sanctioned by a national body.

**5. Financial records:**

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.

**6. Job description and signed (or proposed) employment agreement:**

If applying for salary or wages.

Affix Common Seal if Incorporated
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**7. Certificate of IRD 'Charitable' status if applicable**

**8. For Incorporated Societies:**

Common Seal stamp OR copy of Certificate of Incorporation.

**9. Signed authorisation** (below)

**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 statements highlighting when the payments were made and covering the items/services that we have obtained with the grant proceeds. If the grant is for salary/wages we will 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 authorise 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. We agree to the Trust's terms and conditions.

Signatures of authorised representatives (two required)	Name and date
1.	
2.	



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

EMAIL: [secretary@hmct.co.nz](mailto:secretary@hmct.co.nz)

OR

HUTT MANA CHARITABLE TRUST  
PO BOX 31045  
LOWER HUTT 5040

OR

THE OFFICES OF KENDONS CHARTERED ACCOUNTANTS  
69 RUTHERFORD STREET  
LOWER HUTT 5010

**Example of resolution:**

**Resolution (return this as part of your application):**

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: .....

## 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 30 August 2019 for consideration, and are subject to the availability of funds (incomplete grants or grants received after the closing date may only be considered at the discretion of the trustees).
- 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 12-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 and Porirua, and that part of Wellington City comprising Johnsonville, Newlands, Broadmeadows 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, the Trust's website and other promotional materials.
- By agreeing to our terms and conditions you agree to go on our newsletter database to receive periodic updates from the Trust.

## What will not be considered for funding:

The following are examples of purposes which would NOT qualify as “Authorised Purposes” and are therefore not eligible for funding:

- Administration costs for sports groups.
- Costs associated with staging “after-match” functions for sporting groups.
- 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 insurance 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).
- Grants for the benefit of lobby groups or political parties.
- Grants for fundraising for other organisations. These include third-party requests.
- Projects that are considered to be the responsibility of local or central government.