

How to Apply

Step by Step Guide



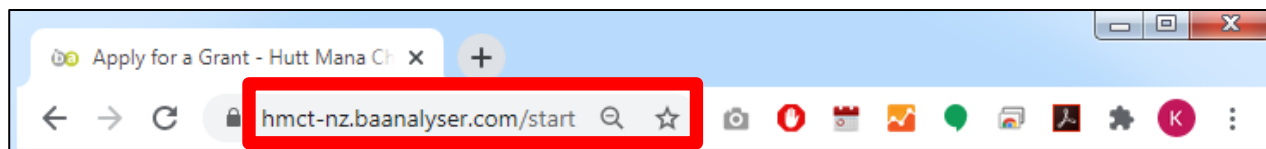
Contents

Accessing the Grant Site.....	3
Logging in and Getting Started	4
Start Your Application	6
Get Started Email	7
Step 1 – Organisation Details.....	8
Step 2 – Organisation Details 2 (Pt. 1)	9
Step 2 – Organisation Details 2 (Pt. 2)	10
Step 3 – Age Groups and Regions	10
Step 4 – Guidance for Document Uploads.....	11
Step 5 – Documents Upload (Pt. 1).....	12
Step 5 – Documents Upload (Pt. 2).....	13
Step 6 – Funding Information	14
Step 7 – Application Details (Pt. 1)	15
Step 7 – Application Details (Pt. 2)	16
Step 7 – Application Details (Pt. 3)	17
Step 7 – Application Details (Pt. 4)	18
Application Submitted Email	19
Applicant Dashboard Page.....	20

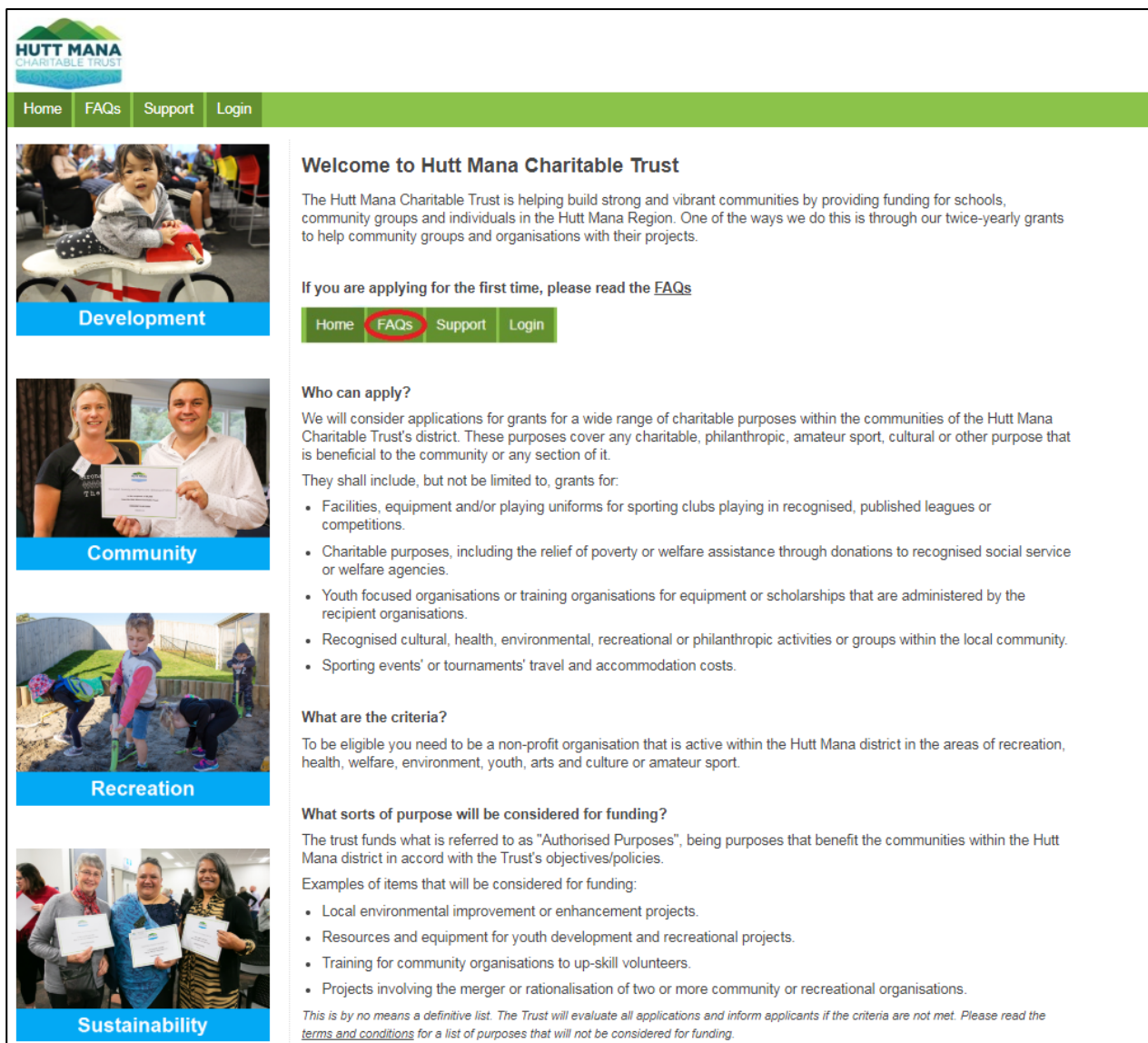
Accessing the Grant Site

1. To start an Application

- To enter the site, enter <https://hmct-nz.baanalyser.com/start> in the address bar (or clicking on the link) of your web browser. We will be using 'Google Chrome' for this guide.



2. You will access the page that looks similar to the below, if this is your first time applying please read the FAQs.



The screenshot shows the Hutt Mana Charitable Trust website. The header includes the logo and navigation links: Home, FAQs, Support, and Login. The main content area is divided into four sections: Development, Community, Recreation, and Sustainability. Each section features a photo and a brief description. The 'FAQs' link in the header is highlighted with a red circle.

HUTT MANA CHARITABLE TRUST

Home FAQs Support Login

Development

Community

Recreation

Sustainability

Welcome to Hutt Mana Charitable Trust

The Hutt Mana Charitable Trust is helping build strong and vibrant communities by providing funding for schools, community groups and individuals in the Hutt Mana Region. One of the ways we do this is through our twice-yearly grants to help community groups and organisations with their projects.

If you are applying for the first time, please read the [FAQs](#)

Home **FAQs** Support Login

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.

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.

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.

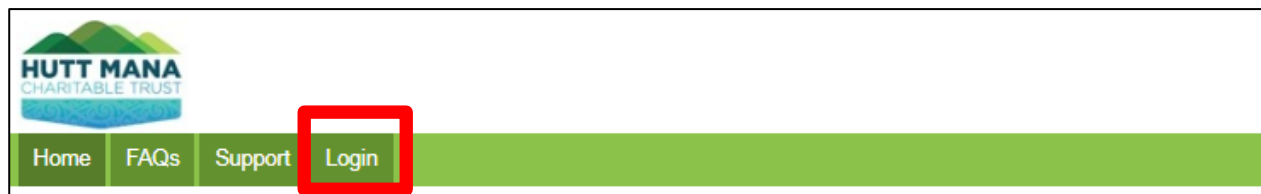
Examples of items that will be considered for funding:

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

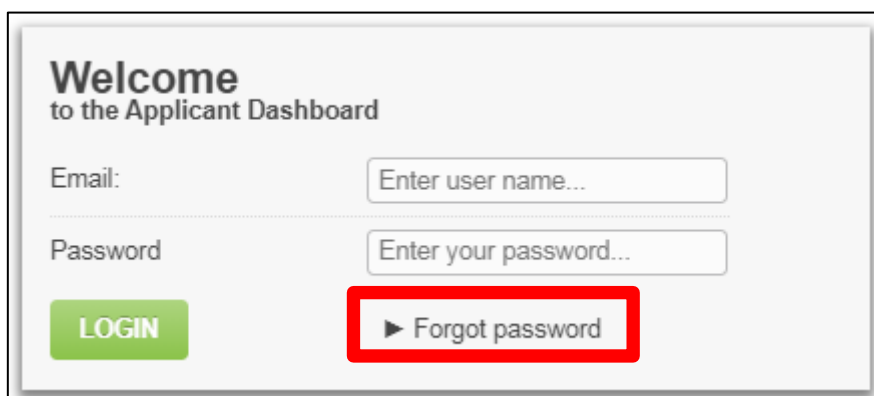
This is by no means a definitive list. The Trust will evaluate all applications and inform applicants if the criteria are not met. Please read the [terms and conditions](#) for a list of purposes that will not be considered for funding.

Logging in and Getting Started

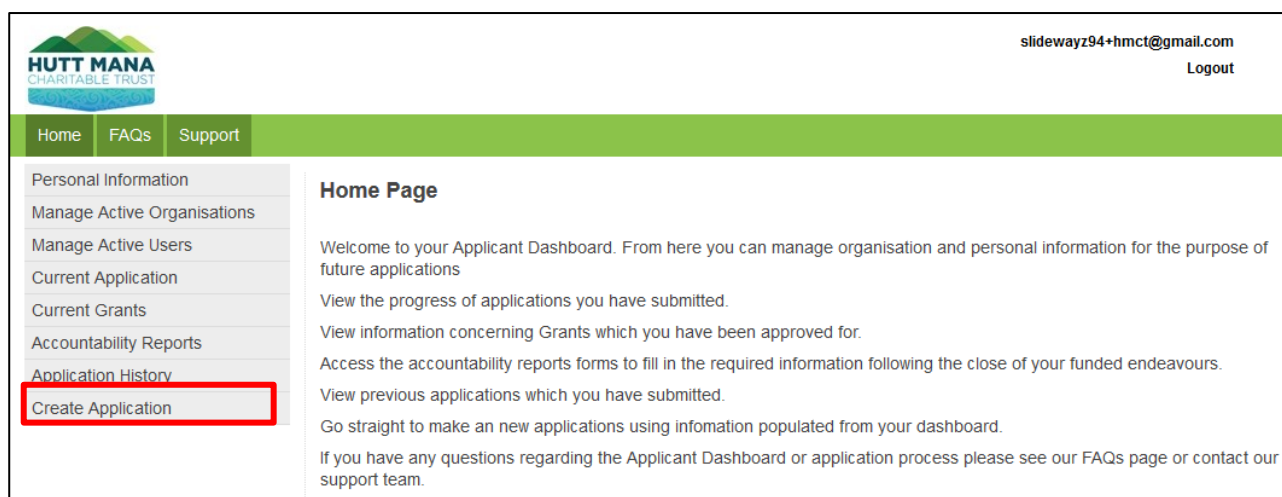
1. If you have submitted an online application with Hutt Mana before, please click **'Login'**.



2. Reset your password, if you cannot remember your login details.




3. You can then click **"Create Application"** to begin your application.



4. If this is the first time you're applying online, please read the information on the homepage, and once you're ready to begin your application, click the big button at the bottom of the page **"HUTT MANA CHARITABLE TRUST GRANT"**.
5. Once you have clicked the button, please read the text below and enter the **physical address** for your organisation.
6. Enter the "Start" and "End" dates for your application's project/activity, if you're applying for physical items, please enter the next available dates.
7. Choose the category that best suits your application.
8. Select the location **"Hutt Mana Charitable Trust"** and click **"Get Started"**.

Click on the **Hutt Mana Charitable Trust** button and commence your application.

HUTT MANA CHARITABLE TRUST  4

5

Start your Application

Reading of the questions: Please read the questions carefully, as incorrectly or in completed answers will hold up your application. Most questions have guidance information around them to assist you.

We wish you well in your application.

Please complete below by entering your information as the person completing this application (you).

Start and End Dates: Your project, activity, or purchase can occur or start on the same date, or across a range of dates, within or up to the 30 days we expect you to spend and account for the funds.

Location: Please enter below, the physical address for your Organisation or the base of your operations. This must include a street number in the address e.g. (55 Example Street, Suburb, City). Does your organisation have additional offices relevant to this application?

☐ Yes ☒ No

69 Rutherford Street, Lower Hutt, New Zealand

Start date: 11 Oct 2020 First day of your project/activity:

End date: 30 Sep 2020 Last day of your project/activity:

6

The fund offers grants under the following categories, please select yours:

Funding Category Environment

7

Your application will be forwarded to Hutt Mana Charitable Trust:

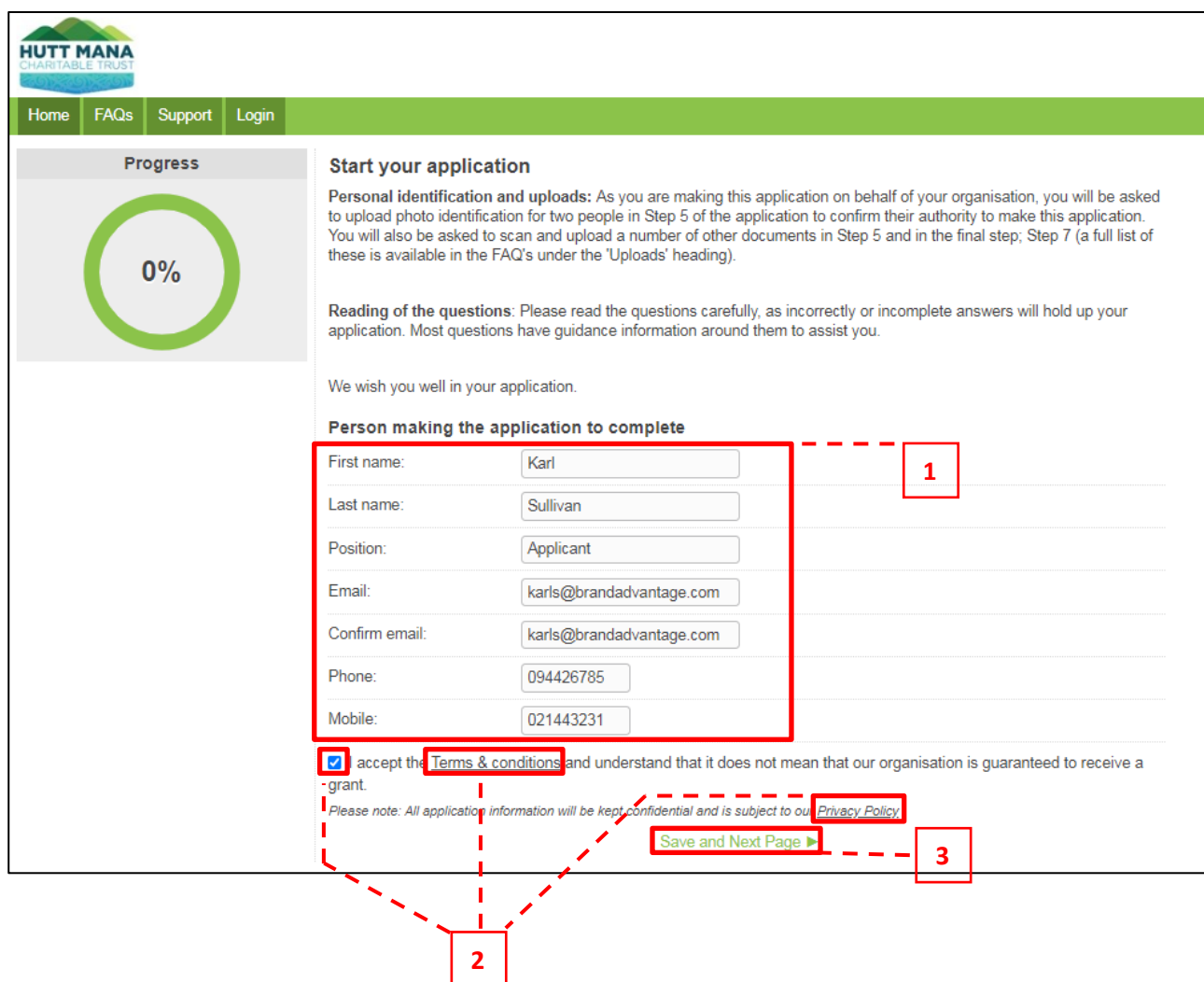
Apply to: Hutt Mana Charitable Trust

8

Get Started ►

Start Your Application

1. Before running through the Application Steps first, fill in your applicant details (you) so we can identify who is filling in the application. These consist of your contact details etc.
2. Once completed, click the **Terms and Conditions** checkbox on the bottom. If you would like to view more details on it, you can do so by clicking on “**Terms and Conditions**” and “**Privacy Policy**” links.
3. Click “**Save and Next Page**” to proceed with the rest of the Application.




The screenshot shows the 'Start your application' page. On the left, a 'Progress' section displays a green circle with '0%' inside. The main content area is titled 'Start your application' and includes instructions about personal identification and uploads. Below this, there's a section for 'Person making the application to complete' with a form. The form fields are: First name (Karl), Last name (Sullivan), Position (Applicant), Email (karls@brandadvantage.com), Confirm email (karls@brandadvantage.com), Phone (094426785), and Mobile (021443231). A red box labeled '1' highlights the entire form. Below the form, there's a checkbox labeled 'I accept the Terms & conditions' which is checked. A red box labeled '2' highlights this checkbox and the 'Terms & conditions' link. To the right of the checkbox, there's a link for 'Privacy Policy'. Below the checkbox, there's a note: 'Please note: All application information will be kept confidential and is subject to our Privacy Policy'. A red box labeled '3' highlights the 'Save and Next Page' button.

Get Started Email

After you have clicked “**Save and Next Page**” from the ‘Start your application’ page, you will receive an email (sent to the email address you have entered) with a link provided.

The link provides you access to your application.

noreply@hmct-nz.baanalyser.com via sendgrid.net



7/08/2020

Application Reference Number: HM10

Thank you for registering your interest in completing an application proposal with the Hutt Mana Charitable Trust

This is an automated response. For your future reference please note your User Applicant Link outlined below.

User Applicant Link:
<https://hmct-nz.baanalyser.com/return/daef63ec-f083-4633-9562-f8e31b116e9c>

Note: Click on this link to return to your grants application form

If at any stage you wish to log out of your grants proposal before you have completed it, please click the 'save and next page' button at the bottom of the page.

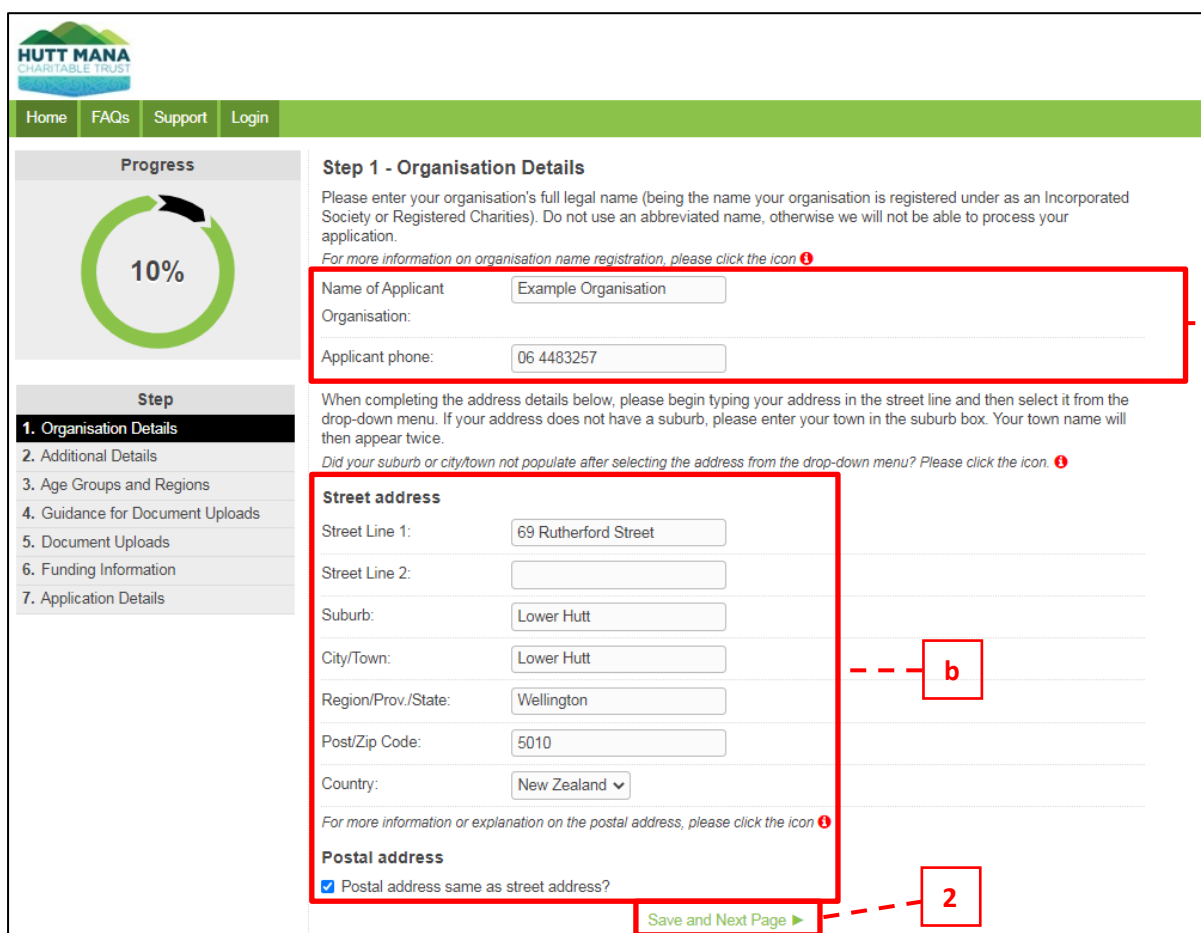
To log back in use your User Applicant Link above.

If you have any issues or queries logging in or using the application, please refer to the FAQ section housed at the top of the application. If your query is not answered within request form. We will endeavour to respond as soon as possible.

Kind Regards,
Grants Team,
Hutt Mana Charitable Trust

Step 1 – Organisation Details

1. Fill in Applicant Organisation details, these consist of:
 - a. Name of Applicant Organisation & Contact Details
 - b. Physical Address: Begin entering your address in the 'Street Line 1' field and select from the Google Dropdown menu. If your suburb or city did not populate after selecting the address, please enter this manually. Uncheck the checkbox and enter your Postal Address if this differs from your physical address.
2. Click **"Save and Next Page"** to proceed to the next step.



Progress


10%

Step

1. Organisation Details
2. Additional Details
3. Age Groups and Regions
4. Guidance for Document Uploads
5. Document Uploads
6. Funding Information
7. Application Details

Step 1 - Organisation Details

Please enter your organisation's full legal name (being the name your organisation is registered under as an Incorporated Society or Registered Charities). Do not use an abbreviated name, otherwise we will not be able to process your application.


For more information on organisation name registration, please click the icon 

Name of Applicant:

Organisation:

Applicant phone:

When completing the address details below, please begin typing your address in the street line and then select it from the drop-down menu. If your address does not have a suburb, please enter your town in the suburb box. Your town name will then appear twice.

Did your suburb or city/town not populate after selecting the address from the drop-down menu? Please click the icon. 

Street address

Street Line 1:

Street Line 2:


Suburb:

City/Town:

Region/Prov./State:

Post/Zip Code:

Country:

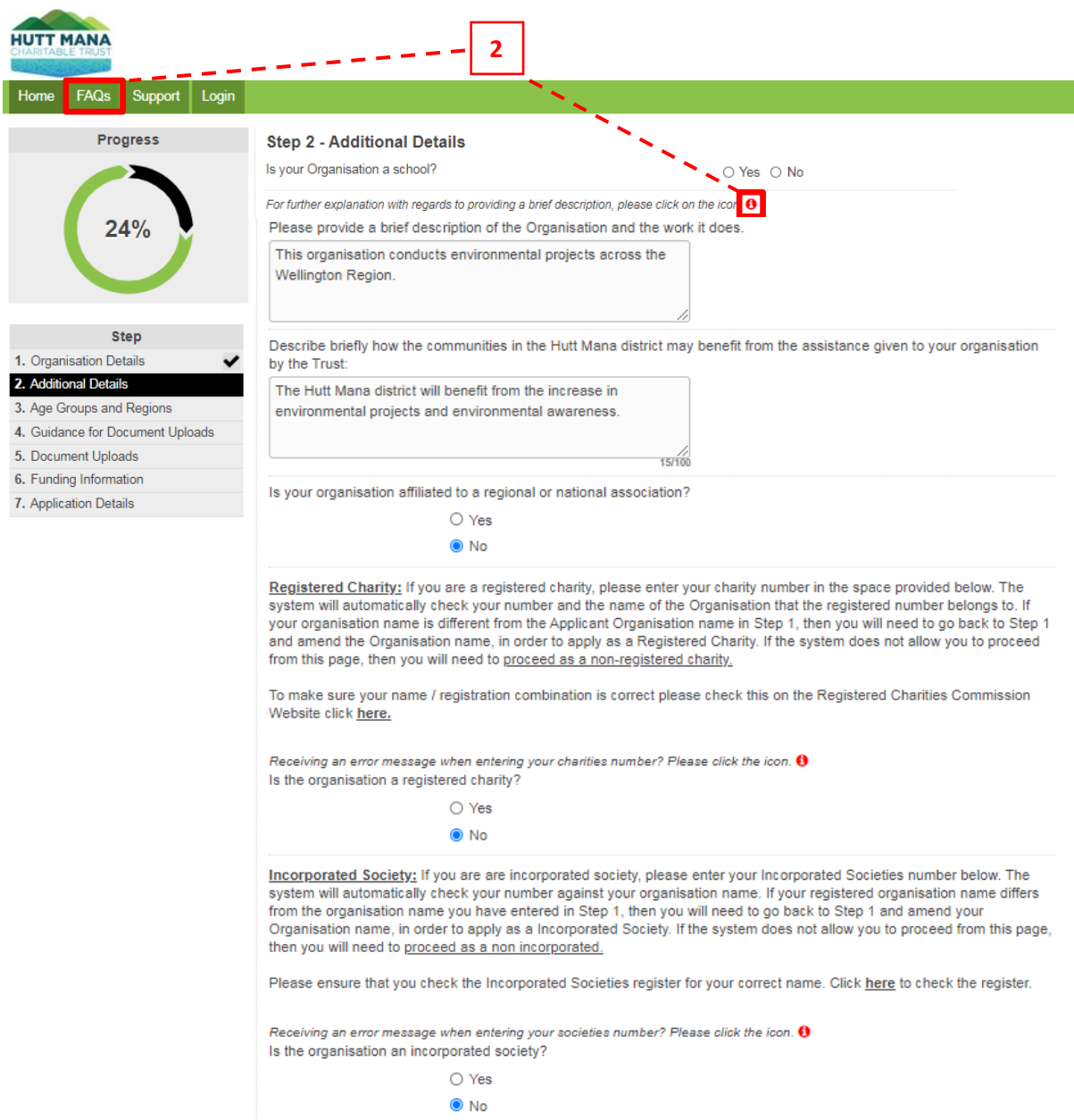
For more information or explanation on the postal address, please click the icon 

Postal address

☒ Postal address same as street address?

Step 2 – Organisation Details 2 (Pt. 1)

1. Here is where you are required to provide details about your Organisation in making an application.
2. If you require additional help with a question, please click the **'Help Text Pop Ups'** or read the **'FAQs'**.
3. Please make sure if a question you selected drops an extra field down, fill in that field as well.
 - ↳ E.g. Selecting 'Yes' for being a 'Registered Charity'; extra field drops down to fill in the registration number; etc.



HUTT MANA
CHARITABLE TRUST

Home **FAQs** Support Login

Progress


24%

Step

1. Organisation Details ✓
- 2. Additional Details**
3. Age Groups and Regions
4. Guidance for Document Uploads
5. Document Uploads
6. Funding Information
7. Application Details

Step 2 - Additional Details

Is your Organisation a school? ☐ Yes ☐ No

For further explanation with regards to providing a brief description, please click on the icon 

Please provide a brief description of the Organisation and the work it does.

This organisation conducts environmental projects across the Wellington Region.

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


The Hutt Mana district will benefit from the increase in environmental projects and environmental awareness.

Is your organisation affiliated to a regional or national association?

☐ Yes
☒ No

Registered Charity: If you are a registered charity, please enter your charity number in the space provided below. The system will automatically check your number and the name of the Organisation that the registered number belongs to. If your organisation name is different from the Applicant Organisation name in Step 1, then you will need to go back to Step 1 and amend the Organisation name, in order to apply as a Registered Charity. If the system does not allow you to proceed from this page, then you will need to [proceed as a non-registered charity](#).

To make sure your name / registration combination is correct please check this on the Registered Charities Commission Website click [here](#).


Receiving an error message when entering your charities number? Please click the icon. 

Is the organisation a registered charity?

☐ Yes
☒ No

Incorporated Society: If you are an incorporated society, please enter your Incorporated Societies number below. The system will automatically check your number against your organisation name. If your registered organisation name differs from the organisation name you have entered in Step 1, then you will need to go back to Step 1 and amend your Organisation name, in order to apply as a Incorporated Society. If the system does not allow you to proceed from this page, then you will need to [proceed as a non incorporated](#).

Please ensure that you check the Incorporated Societies register for your correct name. Click [here](#) to check the register.

Receiving an error message when entering your societies number? Please click the icon. 

Is the organisation an incorporated society?

☐ Yes
☒ No

Step 2 – Organisation Details 2 (Pt. 2)

- Once all the necessary fields have been completed, click **“Save and Next Page”** at the bottom of the page to proceed to the next step.

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.

Is the organisation GST registered?

☐ Yes

☒ No

Which of the following best describes the organisational structure?

☐ A national organisation with a single board, national office and a central membership database

☐ A federated organisation with a national coordinating office with separate region or state associations governed by independent boards

☐ A regional or state community based organization


☒ A Local organisation

☐ Other

☐ Not applicable

What is the total number of members and/or students for your organisation?

Members/Students:

For further explanation with regards to what you are applying for, please click on the icon. 

Please provide the details of what you are applying for:


17/250

[Save and Previous Page](#) [Save and Next Page](#)

Note: You can click on the bottom right of the text area and drag to enlarge to view more content as you type it in.

Step 3 – Age Groups and Regions

- Select which **‘Age Groups’** will be affected by the application request.
- Add the **‘area/region’** the application applies to.
- Once all the necessary fields have been completed, click **“Save and Next Page”** at the bottom of the page to proceed to the next step



Home FAQs Support Login

Progress

37%

Step

1. Organisation Details ✓
2. Additional Details ✓
3. Age Groups and Regions
4. Guidance for Document Uploads
5. Document Uploads
6. Funding Information
7. Application Details

Step 3 - Age Groups and Regions

Age Groups Affected

Important Note: For clarification on age groups, see below:

- Youth: 5 year olds - 19 year olds
- Adult: 20 year olds - 64 year olds
- Elderly: 65 years and older

If your grant application is related to the care and welfare of animals or the environment please click 'Select All'.


Which Age Group will this application be affecting?

☒ Select all

☒ Youth

☒ Adult

☒ Elderly

For further information on the area/region please click the icon. 

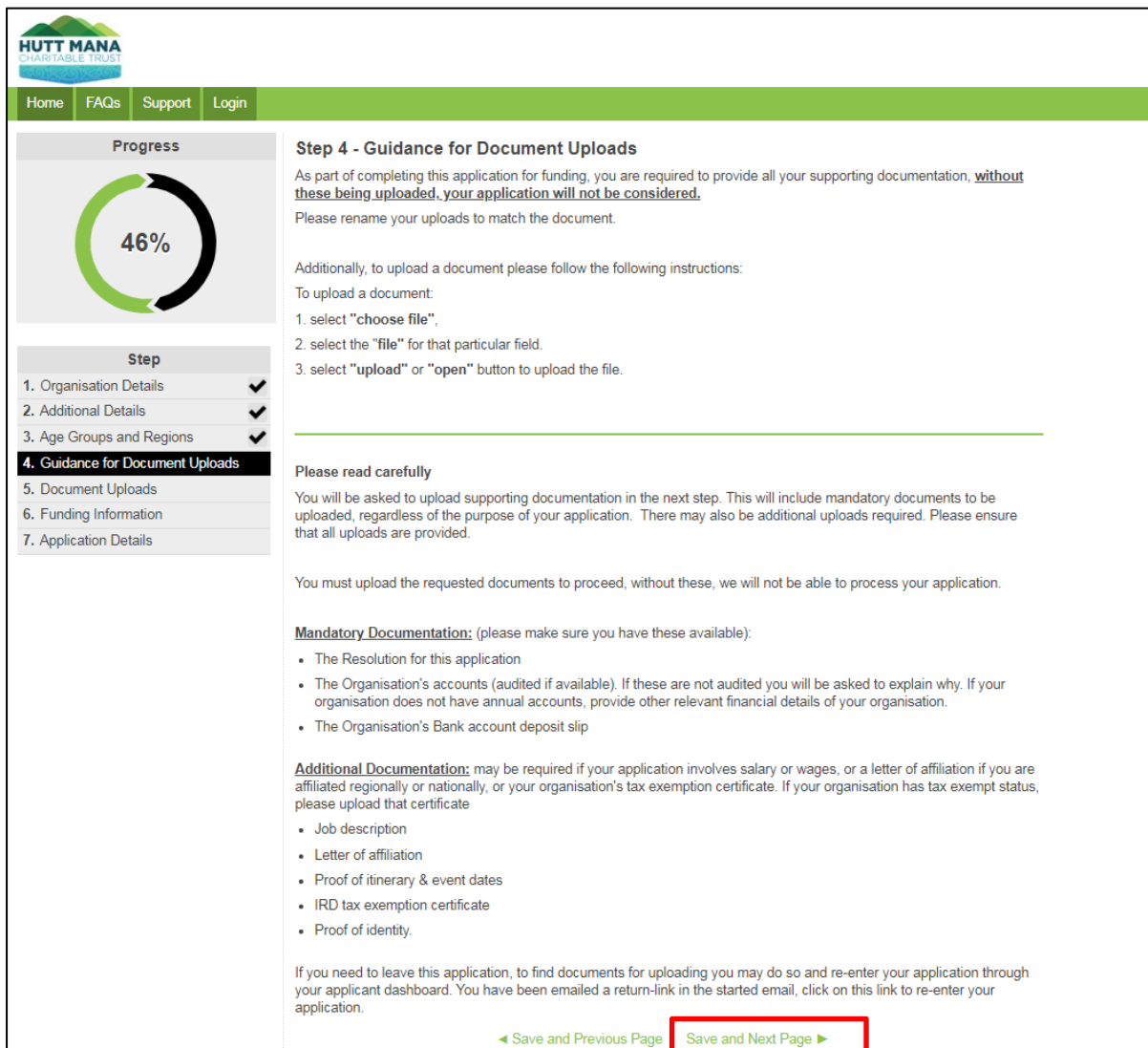
What area/region would the grant be applied to?

[Save and Previous Page](#) [Save and Next Page](#)

Note: You can click on **“Save and Previous Page”** any time to save the details you have completed and go back to the last page you were on.

Step 4 – Guidance for Document Uploads

1. This step describes how to upload documents for Step 5 and the required documents for this application, please read this carefully.
2. Click “**Save and Next Page**” at the bottom of the page to proceed to the next step.



The screenshot shows the application form interface. At the top left is the Hutt Mana Charitable Trust logo. Below it is a navigation bar with links: Home, FAQs, Support, and Login. On the left side, there is a 'Progress' section with a circular progress indicator showing 46% completion. Below this is a 'Step' list with seven items: 1. Organisation Details, 2. Additional Details, 3. Age Groups and Regions, 4. Guidance for Document Uploads (highlighted), 5. Document Uploads, 6. Funding Information, and 7. Application Details. The main content area is titled 'Step 4 - Guidance for Document Uploads'. It contains the following text: 'As part of completing this application for funding, you are required to provide all your supporting documentation, without these being uploaded, your application will not be considered. Please rename your uploads to match the document.' This is followed by instructions on how to upload a document: 'Additionally, to upload a document please follow the following instructions: To upload a document: 1. select "choose file", 2. select the "file" for that particular field. 3. select "upload" or "open" button to upload the file.' Below this is a section titled 'Please read carefully' which states: 'You must upload the requested documents to proceed, without these, we will not be able to process your application.' This is followed by 'Mandatory Documentation: (please make sure you have these available):' with a bulleted list: 'The Resolution for this application', 'The Organisation's accounts (audited if available). If these are not audited you will be asked to explain why. If your organisation does not have annual accounts, provide other relevant financial details of your organisation.', and 'The Organisation's Bank account deposit slip'. Then, 'Additional Documentation: may be required if your application involves salary or wages, or a letter of affiliation if you are affiliated regionally or nationally, or your organisation's tax exemption certificate. If your organisation has tax exempt status, please upload that certificate' with a bulleted list: 'Job description', 'Letter of affiliation', 'Proof of itinerary & event dates', 'IRD tax exemption certificate', and 'Proof of identity.' At the bottom, it says: 'If you need to leave this application, to find documents for uploading you may do so and re-enter your application through your applicant dashboard. You have been emailed a return-link in the started email, click on this link to re-enter your application.' At the very bottom, there are two buttons: 'Save and Previous Page' and 'Save and Next Page'. The 'Save and Next Page' button is highlighted with a red box, and a red dashed line with a red box containing the number '2' points to it.

Progress

46%

Step

1. Organisation Details ✓
2. Additional Details ✓
3. Age Groups and Regions ✓
- 4. Guidance for Document Uploads**
5. Document Uploads
6. Funding Information
7. Application Details

Step 4 - Guidance for Document Uploads

As part of completing this application for funding, you are required to provide all your supporting documentation, without these being uploaded, your application will not be considered.

Please rename your uploads to match the document.

Additionally, to upload a document please follow the following instructions:

To upload a document:

1. select "choose file",
2. select the "file" for that particular field.
3. select "upload" or "open" button to upload the file.

Please read carefully

You will be asked to upload supporting documentation in the next step. This will include mandatory documents to be uploaded, regardless of the purpose of your application. There may also be additional uploads required. Please ensure that all uploads are provided.

You must upload the requested documents to proceed, without these, we will not be able to process your application.

Mandatory Documentation: (please make sure you have these available):

- The Resolution for this application
- The Organisation's accounts (audited if available). If these are not audited you will be asked to explain why. If your organisation does not have annual accounts, provide other relevant financial details of your organisation.
- The Organisation's Bank account deposit slip

Additional Documentation: may be required if your application involves salary or wages, or a letter of affiliation if you are affiliated regionally or nationally, or your organisation's tax exemption certificate. If your organisation has tax exempt status, please upload that certificate

- Job description
- Letter of affiliation
- Proof of itinerary & event dates
- IRD tax exemption certificate
- Proof of identity.

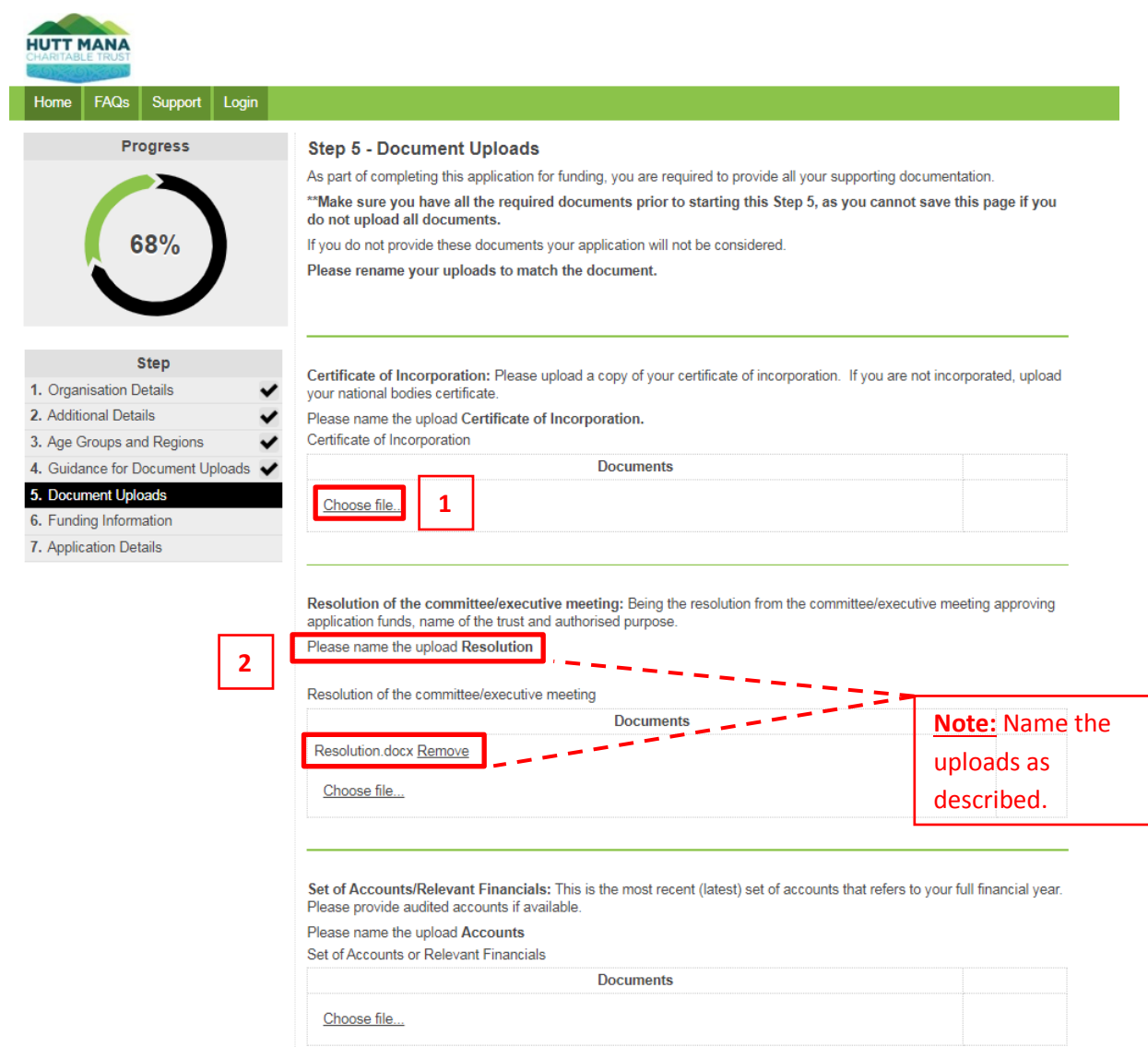
If you need to leave this application, to find documents for uploading you may do so and re-enter your application through your applicant dashboard. You have been emailed a return-link in the started email, click on this link to re-enter your application.

◀ Save and Previous Page **Save and Next Page ▶**

2

Step 5 – Documents Upload (Pt. 1)

1. This is where you are required to upload all documentation (e.g. Certificate of Incorporation; Accounts; etc.) that is necessary for the application. To upload select “**Choose File**”.
2. You may upload as many files deemed necessary; make sure you name the files as described.
3. Applicants who cannot scan the required documents may take images (jpegs) with their phones and add it as an attachment. Please ensure that images are clear.



Progress

68%

Step

1. Organisation Details ✓
2. Additional Details ✓
3. Age Groups and Regions ✓
4. Guidance for Document Uploads ✓
- 5. Document Uploads**
6. Funding Information
7. Application Details

Step 5 - Document Uploads

As part of completing this application for funding, you are required to provide all your supporting documentation.

****Make sure you have all the required documents prior to starting this Step 5, as you cannot save this page if you do not upload all documents.**

If you do not provide these documents your application will not be considered.

Please rename your uploads to match the document.

Certificate of Incorporation: Please upload a copy of your certificate of incorporation. If you are not incorporated, upload your national bodies certificate.

Please name the upload **Certificate of Incorporation**.

Certificate of Incorporation

Documents
Choose file... 1

Resolution of the committee/executive meeting: Being the resolution from the committee/executive meeting approving application funds, name of the trust and authorised purpose.

Please name the upload Resolution **2**

Resolution of the committee/executive meeting

Documents
Resolution.docx Remove
Choose file...

Note: Name the uploads as described.

Set of Accounts/Relevant Financials: This is the most recent (latest) set of accounts that refers to your full financial year. Please provide audited accounts if available.

Please name the upload **Accounts**

Set of Accounts or Relevant Financials

Documents
Choose file...

Page Continued...

Step 5 – Documents Upload (Pt. 2)

- Once you have finished uploading, click “**Save and Next Page**” at the bottom of the page to proceed to the next step.

Note: If it prevents you from proceeding to the next step, this is because you have not uploaded a **mandatory document**. Please scroll up and check your uploads for ‘**Required**’ against an upload file.

Letter/Proof of Affiliation: If your organisation is a sports club or belongs to a national body, please provide proof of your national affiliation. If you are not an organisation belonging to a national body, this is not needed for your application.

Please name the upload **Affiliation Letter**

Letter of Affiliation

Documents	
Choose file...	

Proof of Itinerary Event Dates: If your application involves costs for team travel and event costs, please upload proof of the itinerary, dates and locations of the event(s); otherwise, this does not apply to your application.

Please name the upload **Itinerary Dates**

Proof of Itinerary & Event Dates

Documents	
Choose file...	

IRD Tax Exemption Certificate: If your organisation is a Registered Society or Trust, please provide a copy of your organisation's IRD Tax Exemption Certificate.

Please name the upload **Tax Certificate**

IRD Tax Exemption Certificate

Documents	
Choose file...	

Proof of Identity: Please provide a scan of either a driver's licence or a passport (picture and signature page or side of each) for yourself and each person making the declaration in the final step of the application (Step 7).

Please name the upload ID **Full Name of Person**

Proof of Identity

Documents	
Choose file...	

In addition to the above uploads, you will also be asked in Step 7 (final step) to upload quotes for the items of expenditure that you are seeking a grant for and to upload copies of signed employment contracts for any salary or wages applied for.

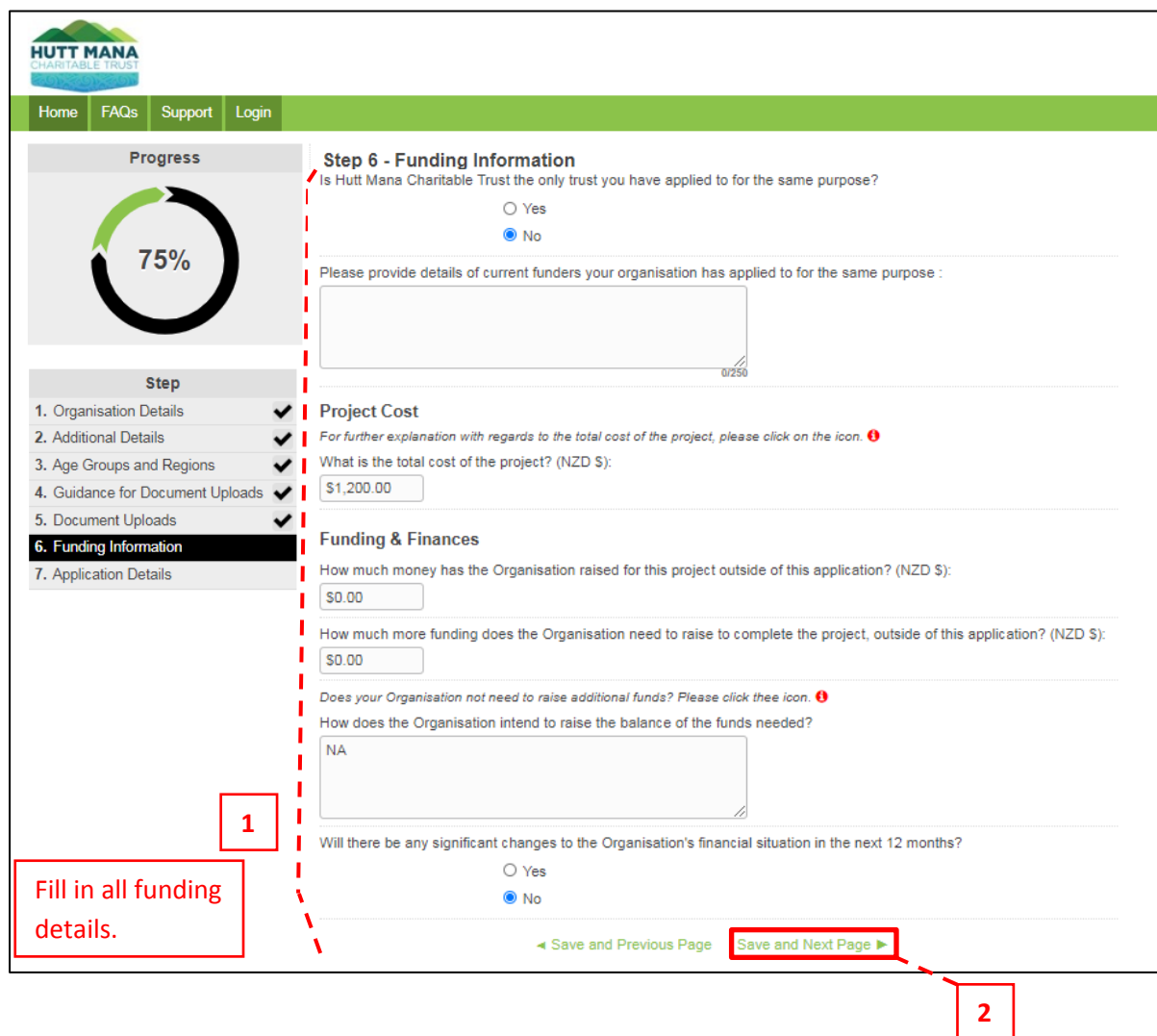
[◀ Save and Previous Page](#)

[Save and Next Page ▶](#)

4

Step 6 – Funding Information

1. Funding details for Applicant Organisation to be completed here. Fill in current funds and what you are requesting for.
2. Once all the necessary fields have been completed, click “**Save and Next Page**” at the bottom of the page to proceed to the next step.



HUTT MANA CHARITABLE TRUST

Home FAQs Support Login

Progress

75%

Step

- 1. Organisation Details ✓
- 2. Additional Details ✓
- 3. Age Groups and Regions ✓
- 4. Guidance for Document Uploads ✓
- 5. Document Uploads ✓
- 6. Funding Information**
- 7. Application Details

Step 6 - Funding Information

Is Hutt Mana Charitable Trust the only trust you have applied to for the same purpose?

☐ Yes
☒ No

Please provide details of current funders your organisation has applied to for the same purpose :

Project Cost

For further explanation with regards to the total cost of the project, please click on the icon. ⓘ

What is the total cost of the project? (NZD \$):

Funding & Finances

How much money has the Organisation raised for this project outside of this application? (NZD \$):

How much more funding does the Organisation need to raise to complete the project, outside of this application? (NZD \$):

Does your Organisation not need to raise additional funds? Please click the icon. ⓘ

How does the Organisation intend to raise the balance of the funds needed?

Will there be any significant changes to the Organisation's financial situation in the next 12 months?

☐ Yes
☒ No

◀ Save and Previous Page **Save and Next Page ▶**

1

2

Fill in all funding details.

Step 7 – Application Details (Pt. 1)

Final step requires details of the ‘funding commitment’ for the grant application.

Make sure:

1. Bank Account details are correct with the right account number typed in. (Type in twice to ensure that they are matching.)
2. Correct quotes and documentation are uploaded and named as described (‘Preferred Quote’; ‘Competitive Quote’; etc.). You can upload as many as necessary.



Progress

89%

Step

1. Organisation Details ✓
2. Additional Details ✓
3. Age Groups and Regions ✓
4. Guidance for Document Uploads ✓
5. Document Uploads ✓
6. Funding Information ✓
- 7. Application Details**

Step 7 - Application Details

The Name of your Bank and Branch

Please enter the name of your bank (as shown on your bank deposit slip) and branch. E.g. Westpac Bank - Hamilton

Please enter your bank and branch name:

ANZ Porirua

Please ensure your bank account name matches your deposit slip you have uploaded.

Please enter your bank account name:

Example Organisation

Please enter your organisation's bank account (corresponding to the deposit slip uploaded in step 5)

Bank account details: ** **** *
Confirm details: ** **** *

Requested amount

Two quotes are required for each item that you are requesting funding for; being your preferred quote and a competitive quote. Please note that you must provide a competitive quote with your application. The **only** exception for this is when there is no competitive quote available, for example there is only one supplier in New Zealand. **You must upload** a letter explaining the reason for only providing one quote in the competitive quote document upload.

All quotes must be less than 3 months old, be addressed to the applicant and contain full supplier details (name, address, telephone, GST status, on that organisation's letterhead, etc) and must show the GST amount.

Website quotes are acceptable.

In the space below, please upload the preferred and competitive quotes for the items you are requesting and for each employment contract you are requesting funding.

Preferred Quote(s)

Documents

Preferred Quotes.docx [Remove](#)

[Choose file...](#)

Competitive Quote(s)

Documents

Competitive Quotes.docx [Remove](#)

[Choose file...](#)

Employment Contract(s): If you are applying for funding salaries, include a copy of the signed contract and any variations to the contract. If you have more than one employment contract that you are applying for, please upload all the contracts. Please name the upload Employment Contract 'Name' etc.,

Employment Contract(s)

Documents

[Choose file...](#)

Note: Ensure this matches the deposit slip attached.

Note: Ensure ‘both’ bank account numbers match so that funds granted will go to the right account.

2

Page Continued...


Step 7 – Application Details (Pt. 2)

1. Read the **FAQs** for guidance on completing the grids.
2. Select the checkbox for either “**Project/Activity Costs**”, “**Salary/Wages**” or both, if you’re applying for both Project and Salary Costs.

Before completing the grids, please read the FAQs for guidance by clicking [here](#).

In the grids below, please enter the exact amount of the costs you are seeking. If you have one quote for multiple items you are applying for, please upload the same quote against each row of the items in the grid. Please enter each amount on a separate row. If you have 4 or 5 items on one quote, please complete one row for each item. Do not group items and costs into one row.

Salary time frame refers to the length of time the salary or wages are applied to: i.e. 6 months, 1 year etc. The requested amount is how much you are seeking of the full salary.

For further explanation with regards to completing the grids, click on the icon. 

Funds requested in this application to be used for Project/Activity Costs:

☐ Project/Activity Costs

Funds requested in this application to be used for Salaries/Wages:

☐ Salary/Wages

3. Once you select the checkboxes, you will see a grid like the below. Fill in the grids with ‘supplier’ details; list each item and the cost of them; select the appropriate documentation to support each cost/item. Please ensure you complete **all rows in the grids**. Use the toolbar to scroll to the right of the grid if necessary.
4. Make sure the ‘Requested Amount’ columns equal to the amount of funding being requested.

Please enter quotes for the items required:

Preferred Supplier	Item	Preferred Quote (\$)	Preferred Quote File	Competitive Supplier	Competitive Quote (\$)	Competitive Quote File
Bunnings Warehouse	32 x Wheel Barrows	3200.00	Preferred Quotes.1	Mitre 10	4000.00	Com
Bunnings Warehouse	32 x Spades	400.00	Preferred Quotes.1	Mitre 10	450.00	Com

Total Requested: \$3,600.00

Salaries required with quotes:

Employee Name and Position	Salary Timeframe	Salary Amount (\$)	Salary File	Requested Amount (\$)
John Smith, Funding Officer	12 Months	27500.00	Employment Contr	27500.00

Total Requested: \$27,500.00

Please enter the total amount of funding that this application is for to confirm the values you have entered in the above grids. (NZD \$)

\$31,100.00

Note: Ensure total amount of funding required totals the ‘Requested Amount’ from the grids above.

Step 7 – Application Details (Pt. 3)

1. Answer the questions related to your application.
2. Attach any supporting documents.
3. Enter the 'Key People' in your organisation and upload the 'Proof of Identity' that matches the key people entered.

Any funds granted must be spent within 12 months.

Has there been funds spent or committed as part of this funding prior to this application? ☐ Yes ☒ No

If you have already paid a deposit that is part of the funding you are seeking in this application or funding is spent any time prior to this application being approved and made available to you, we are unable to support that request. You may apply for the balance of funding.

Please confirm that no funds being sought have already been spent by you.

Has the Organisation applied for funding from the Trust at any time in the past? ☐ Yes ☒ No

How did you hear about our community grants?

Facebook

1/250

Other relevant information that would be helpful to know in assessing the proposal?

Thank you for the opportunity to apply

2 Attach any supporting documents here

[Choose file...](#)

Any attachments must be in Word, PDF, PowerPoint or an image file to a maximum file size of 150MB

Key Contacts

To complete the declaration and consents below please type in the names of the two authorised people who have authorised this application, please provide uploaded identification of these two contacts (drivers licence or passport). Please ensure the uploads are of the photo/signature side of their licence or passport.

3

Please enter the details of key people in your organisation.

Name	Position	Email
Joe Lim	Accountant	joel@example.com
Tom Gill	Project Planner	tomg@example.com

Proof of Identity

Documents
Proof of Identity.docx Remove
Choose file...

Ensure the Names, positions and IDs of the Key Contacts match the 'Proof of Identity' Uploads.

Page Continued...

Step 7 – Application Details (Pt. 4)

1. Read the Declaration, Consent to Audit and Privacy Statements.
2. Click the checkbox confirming the application is true and correct, fill in your name as the person who completed the form.
3. Click “Submit Application” to send through the application for review.

Organisation Declaration

We (the undersigned) make a solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957. We declare that:

1. The information provided in this application form is true and correct to the best of our knowledge.
2. We have the authority to make this application on behalf of the applicant (if the applicant is not a natural person).
3. This application has not been completed by a person who has any management or ownership interest in a venue that hosts gaming machines (“a gaming machine venue key person”).

All of the information presented in this application - relating to the organisation I represent and to the specific proposal/project for which grant funds are requested - is true.

This application includes complete information relating to other sources of funding that my organisation has received, been pledged, applied for, or intends for future application, for this and other organisational projects. All prices and quotes included in this application represent the actual costs that will be incurred by my organisation.

Consent to Audit

We understand that the funds can only be used for the purposed 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 monthly PAYE schedule 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 time frame specified by the Trust. We agree 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 Trusts terms and conditions.

Statement to Comply with the Provisions of the Privacy Act 1993

The personal information above is collected, and will be held by the Grants Organisation for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold. We the applicant, allow the Trust to collect information about our organisation from third parties in respect of this application.

☒ I certify that the information provided in this application form is true and correct to the best of my knowledge. I have the authority to make the application on behalf of the Organisation. I agree to the Consent to Audit and Privacy Act declarations.

2

Enter your name in the text box:

Karl Sullivan 2/10

◀ Save and Previous Page

Submit Application ▶

3

Application Submitted Email

Once you have completed your application, filled in all the necessary details and clicked on “**Submit Application**”, an email notification will be sent to you.

This email contains two links:

1. Download your Submitted Application Form.
2. Application Dashboard link. (View Pg. 21 for more details)

Thank you for registering your completed grants application.

We acknowledge your completed request for support and we will respond to you through the email address that you have provided as part of your contact details contained within your grants proposal. Should we require any additional information or if there is any incomplete information that we still require or any part of your application that does not comply with our rules, then we shall be back in touch via the email address you have provided in your application.

Please note that the grant round closes on the last Friday of this month. We will be in touch within the next 4 weeks with the outcome of your application.

You can download the submitted application form here:
<https://hmct-nz.baanalyser.com/application/pdfs/1f500023-fcc6-43cb-90ae-708a75b03261>

1

If at any time you would like to view the progress or details of your application, you may do so on Hutt Mana Charitable Trust Applicant Dashboard which can be accessed via our Organisations website or you can follow this link:
<https://hmct-nz.baanalyser.com/applicant-org/reset-password?token=4e735cd2-4be8-442b-baae-3fb0ed9cfd29>

2

Applicant dashboard (View next page for more details).

Thank you again for your application and we wish you every success

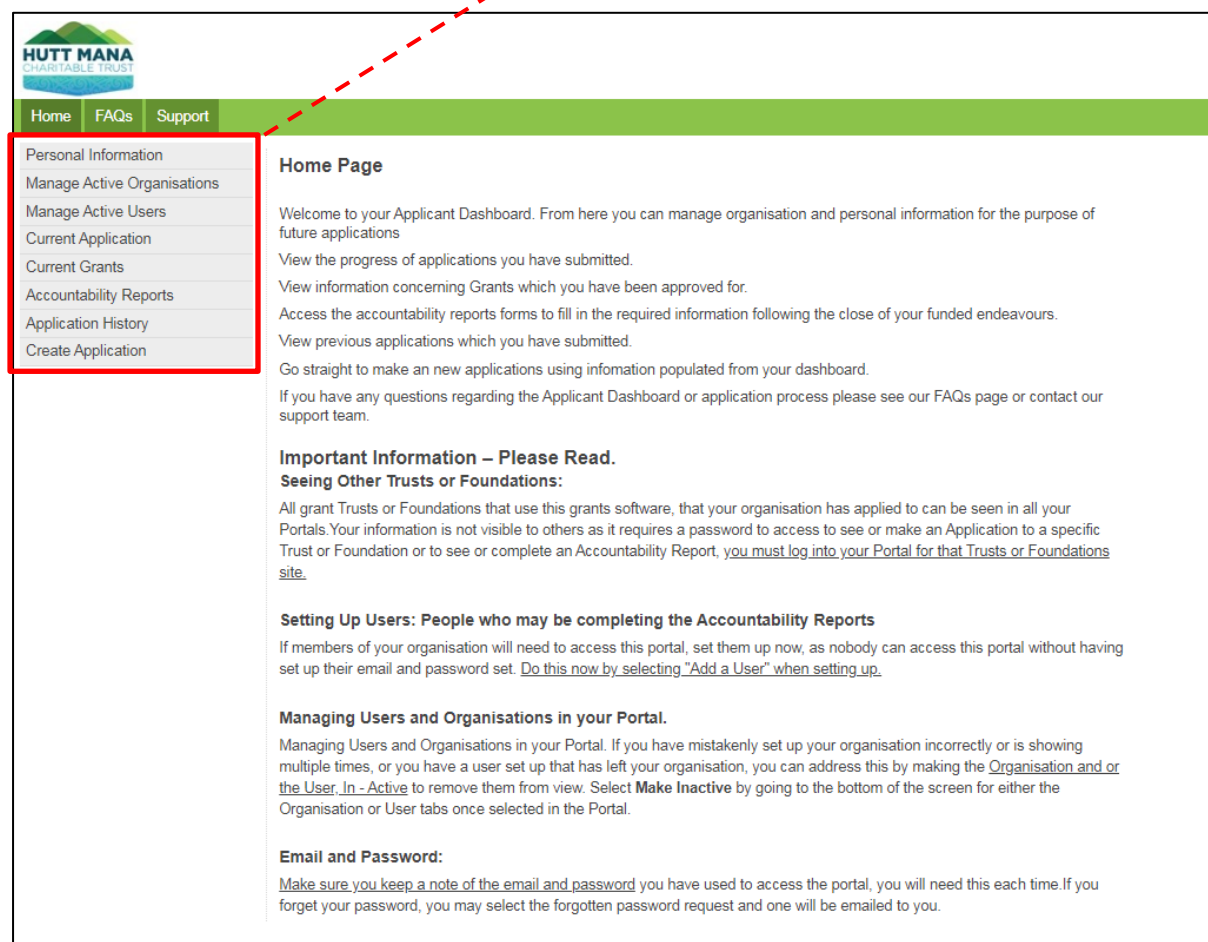
Kind Regards,

Applicant Dashboard Page

Once you have signed in, this is what your Applicant Dashboard looks like. On the left side of the menu where you can click in, you can manage and edit your:

1. **Personal Information** – View applicant/user details.
2. **Manage Organisations** – View applicant organisation details.
3. **Manage Users** – View system users.
4. **Current Application** – View details of current application.
5. **Current Grants** – View a list of Approved grants.
6. **Accountability Reports** – Required to complete if you receive an email notification indicating your application status as approved.
7. **Application History** – View the history of current application.
8. **Creating a new Application**

Personal Information	1
Manage Organisations	2
Manage Users	3
Current Application	4
Current Grants	5
Accountability Reports	6
Application History	7
Create Application	8



The screenshot shows the Applicant Dashboard interface. On the left, there is a navigation menu with the following items: Home, FAQs, Support, Personal Information, Manage Active Organisations, Manage Active Users, Current Application, Current Grants, Accountability Reports, Application History, and Create Application. The 'Create Application' item is highlighted with a red box. A red dashed line connects this item to the 'Create Application' link in the list above. The main content area is titled 'Home Page' and contains the following text:

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

View the progress of applications you have submitted.

View information concerning Grants which you have been approved for.

Access the accountability reports forms to fill in the required information following the close of your funded endeavours.

View previous applications which you have submitted.

Go straight to make an new applications using information populated from your dashboard.

If you have any questions regarding the Applicant Dashboard or application process please see our FAQs page or contact our support team.

Important Information – Please Read.

Seeing Other Trusts or Foundations:

All grant Trusts or Foundations that use this grants software, that your organisation has applied to can be seen in all your Portals. Your information is not visible to others as it requires a password to access to see or make an Application to a specific Trust or Foundation or to see or complete an Accountability Report, [you must log into your Portal for that Trusts or Foundations site.](#)

Setting Up Users: People who may be completing the Accountability Reports

If members of your organisation will need to access this portal, set them up now, as nobody can access this portal without having set up their email and password set. [Do this now by selecting "Add a User" when setting up.](#)

Managing Users and Organisations in your Portal.

Managing Users and Organisations in your Portal. If you have mistakenly set up your organisation incorrectly or is showing multiple times, or you have a user set up that has left your organisation, you can address this by making the [Organisation and/or the User, In - Active](#) to remove them from view. Select **Make Inactive** by going to the bottom of the screen for either the Organisation or User tabs once selected in the Portal.

Email and Password:

[Make sure you keep a note of the email and password](#) you have used to access the portal, you will need this each time. If you forget your password, you may select the forgotten password request and one will be emailed to you.

End of Guide.