

# Grant Application Form

All fields of application must be completed fully and returned directly to Trust House Foundation. Please don't bind documents, staple or include folders in your application. We encourage you to take a photocopy of your application for your records.



TRUST HOUSE  
FOUNDATION

## Organisation Details

Organisation			
Physical address		Phone (day)	
		Phone (A/H)	
Postal address		Mobile	
Contact person		Total number of members in your organisation or club	
Email		If your organisation is a school, please state decile rating	
Organisation objectives			

## Project Overview

Specific reason for the grant application E.g. upgrade to facilities/purchase of equipment

When and where will the activity / event be taking place? Note: funds cannot be allocated retrospectively

Community supported Please circle area(s) supported Wellington (specify suburb):

Masterton Martinborough Featherston Carterton Greytown Pahiatua Eketahuna Tawa Porirua Flaxmere Rimutaka

Who will benefit from these funds? E.g. team name / organisation member How many will benefit from these funds?

Name, address and telephone number of two referees

E.g. persons not directly involved with your organisation but whom support your organisation's activities and this application

## Funding requirements

Total cost of project	\$		How will the balance be found (if applicable)?	
Your organisation's contribution	\$		What fundraising are you doing?	
Other outside funding:	\$		Amount applied for:	\$
	\$		Minimum requirement:	
	\$		The Foundation may not be able to provide all of the funds requested.	
	\$		Please indicate the lowest amount that would be useful to your project or group	
Amount applied for in this application	\$			\$
Shortfall (if any)	\$			
Is the organisation registered for GST?	YES / NO		Is the organisation a registered charity?	YES / NO
GST No.			Reg No.	

## Community profile for Trust House Foundation

How might a community profile be achieved for Trust House Foundation? e.g: call to local newspaper / acknowledgement in any speeches or prize giving / hanging of banners etc.

### Declarations

#### Fraud

Evidence of fraud or other criminal acts will be notified to the DIA.

#### Consent to audit\*

We agree to comply with requests from an officer from the Department of Internal Affairs (DIA) for additional information in relation to how any monies received by us from the Foundation have been spent.

We also agree that an officer from DIA may direct an audit or inspection of our books, accounts, or data systems.

We agree that the audit or inspection will be carried out in a manner approved by DIA, within the time frame specified by them.

#### Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected, and will be held by the Foundation 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 Foundation to collect information about our organisation from third parties in respect of this application.

#### SIGNATURE ONE

- 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 or Club.
- I agree to the Consent to Audit and Privacy Act declarations (**\*as above**).



Signature of secretary / authorised person

Date

Day

Month

Year

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Full name

Position

#### SIGNATURE TWO

- 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 or Club.
- I agree to the Consent to Audit and Privacy Act declarations (**\*as above**).



Signature of secretary / authorised person

Date

Day

Month

Year

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Full name

Position

### Officers of organisation

	NAME	PHONE NUMBER
Chairperson	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Secretary	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Treasurer	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>

# The following information **MUST** be provided for this application to be considered.

All boxes **MUST** be ticked




1. At least two quotations for all goods or services required for funding (if applicable)

If two quotes are not possible please give a reason

2. One A4 typed Executive Summary / précis outlining your project

- Overview of the project's objectives
- Evidence of need for your project
- Summary of expected costs
- Projects time frame eg: start and completion dates

3. Bank account details for the organisation or club

- Pre-printed bank deposit slips, or
- Bank generated account details verified by the bank (photocopies won't be accepted)

COMMON SEAL

4. Your organisation or club's latest financial statements

5. Incorporated Societies must provide, as a minimum, a copy of their Certificate of Incorporation. Charitable Trusts must provide a Certificate of Incorporation and/or proof of charitable status (letter from IRD/Charities Registration)

6. Has your application been signed and dated by two authorised persons?

7. Have you previously applied for funding from Trust House Foundation?

If yes, please ensure your Accountability Form has been returned

8. Copy of meeting resolution including

- Full names of all members attending meeting
- Resolutions must be certified and signed by the Secretary/Chairperson
- Resolutions need to be on the official letterhead of the Organisation or Club

9. Have you applied to any other agency or society for funding for this project? Please provide details below:

Name of Organisation	Amount Requested	Status



**Attach a pre-printed bank deposit slip here, OR a bank verification of account details.**

## Office use only

Grant number

Date received

Masterton  
Flaxmere  
Rimutaka  
Porirua

# Notes for your information

## Trust House Foundation

Decisions on grant applications are made by the following members of the Trust House Foundation (in consultation with local community groups/representatives, including the Masterton, Flaxmere, Rimutaka and Porirua Regional Net Proceeds Committees:

Mr Jock Kershaw                      Mrs Lucy Griffiths  
Mr Ken Kibblewhite                Ms Mena Antonio  
Mr Tom Jones  
Ms Litea Ah Hoi

## Who is eligible to apply?

Organisations, or branches of National organisations, that have an association or communal interest with the communities in which Trust House Foundation have gaming machines. These communities are: Flaxmere, Wairarapa, Tawa, Porirua, Island Bay. Applications from organisations outside these areas will be declined, except where applicants can demonstrate that they provide a substantial benefit to one or more of these areas.

## Authorised purposes

- Such objects or purposes which tend to promote, advance, or encourage education, science, literature, art, physical welfare, or recreation, or any other purposes that are beneficial to the community or any section of it.
- Such objects or purposes include, but are not limited to, the provision, or the assistance in the provision of facilities, or playing or training uniforms, for amateur sporting clubs and amateur sporting teams playing in recognised, published amateur leagues or competition. Excludes bar facilities.
- Such objects and purposes which tend to promote religion, relieve poverty or welfare assistance through donations to recognised social services or welfare agencies.
- Donations to educational or training or cultural organisations through the provision of scholarships, safety equipment, or educational tools which are administered by the recipient educational organisation.
- Funds for not-for-profit community, cultural, recreational and sporting groups or organisations, which have been formally established and/or legally constituted, to assist those groups to participate and or develop their activities.
- To provide for the conduct of race meetings for the benefit of the public and to promote and control those meetings (excluding stake money for any types of races).

## Grants will generally NOT be given for:

- Prizes.
- Projects already completed.
- Projects of a non-specific nature.
- Grants to other Charitable Trusts wherein the grant would be redistributed to an organisation who may be able to make an application to the Foundation in their own right.
- Projects that are not of benefit to New Zealand residents.

## Grant rounds

Grants for most areas are decided every eight weeks. Please check our newspaper advertisements, website [www.trusthouse.org.nz](http://www.trusthouse.org.nz) or contact us on the details below for cut-off dates.

Upon receipt, all applications will be acknowledged, outlining the timeframe for consideration of the grant application.

## Accountability

All successful applicants will be requested to provide detailed evidence in the form of receipts/invoices to show that grant monies were allocated towards the approved purpose.

All grant payments will be made by cheque or direct credit.

The Trustees are committed to providing funds to as wide a community base as is possible within the communities in which we have an association.

## GST

Funding provided by Trust House Foundation is made as an unconditional gift or donation. Successful applicants do not have to pay GST on the money they receive. Where an Organisation is registered for GST, the funds granted will be exclusive of any GST.

**PLEASE DON'T BIND DOCUMENTS, STAPLE OR INCLUDE FOLDERS IN YOUR APPLICATION.** *We encourage you to take a photocopy of your application for your records.*

Please return all forms and documentation to:

### The Secretary

Trust House Foundation  
PO Box 135  
Masterton 5840

Phone: (06) 370 0527  
Fax: (06) 378 8324

[grants@trusthouse.co.nz](mailto:grants@trusthouse.co.nz)  
[www.trusthouse.org.nz](http://www.trusthouse.org.nz)



**TRUST HOUSE**  
COMMUNITY ENTERPRISE

Trust House is a community owned enterprise and is dedicated to returning support to our communities. Grants are given to organisations that add colour and depth to the quality of community life.