

Application for Grant Trust House Foundation

All fields of application must be completed fully and returned directly to Trust House Foundation.



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.

TRUST HOUSE
COMMUNITY ENTERPRISE

Organisation Details

Organisation

Physical address

Postal address

Phone (Day)

Phone (A/h)

Mobile

Fax

Contact Person

Email

Organisation Objectives

Total Number of members in your Organisation or Club

If your Organisation is a School, please state Decile Rating

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

Masterton Carterton Eketahuna Feilding
 Martinborough Pahiatua Greytown
 Featherston Flaxmere Rimutaka Wellington: (specify suburb) _____

Who will benefit from these funds? e.g. team name / organisation member

How many will benefit from these funds?

<input type="text"/>	<input type="text"/>
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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

 \$

Your organisation's contribution

 \$

Other outside funding:

 \$

 \$

Amount applied for in this application

 \$

Shortfall (if any)

 \$

How will the balance be found (if applicable)

What fundraising are you doing?

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.

Is the Organisation registered for GST? YES / NO

 GST No.

Is the Organisation a registered charity? YES/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

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Declarations

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 the 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)

Dated this _____ day of _____ in this year _____

Signature of Secretary / Authorised Person _____

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)

Dated this _____ day of _____ in this year _____

Signature of Secretary / Authorised Person _____

Full Name _____ Position _____

Officers of Organisation

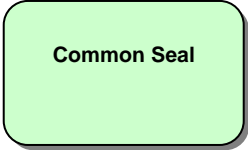
Chairperson

Secretary

Treasurer

The following information **MUST** be provided for this application to be considered. All boxes **MUST** be ticked.

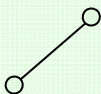
1. **At least two quotations for all goods or services required for funding (if applicable)**
 - If two quotes are not possible please give a reason
2. **One A4 typed Executive Summary / précis outlining your project**
 - Overview of the project's objectives
 - Evidence of need for your project
 - Summary 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)
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	
_____	_____
_____	_____
_____	_____

WE ENCOURAGE YOU TO TAKE A PHOTOCOPY OF YOUR APPLICATION FOR YOUR RECORDS



Attach pre-printed bank deposit slip here

OFFICE USE

Amount Approved	\$
If Declined, reason _____	
Date Approved	
Cheque Number	
Grant Number	
Approval Signature	
Approval Name	

ML(C)T	RT	FL(C)T
Date Received		

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 but not limited to the Masterton Licensing (Charitable) Trust, Flaxmere Licensing (Charitable) Trust, and Rimutaka Licensing (Charitable) Trust):

- **Mr Craig Cooper** (Chairman) - Masterton
- **Ms Lucy Cruickshank** - Masterton
- **Mr Jock Kershaw** – (Deputy Chairman) Masterton
- **Mr Tom Jones** - Rimutaka, Upper Hutt
- **Mr Ken Kibblewhite** - Flaxmere, Hastings
- **Mr Ray Southey** - Masterton

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 has an association. These communities are: Flaxmere, Feilding, Pahiatua, Eketahuna, Masterton, Carterton, Greytown, Featherston, Rimutaka, Martinborough, Wellington (south of the Ngauranga Gorge). 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 5-6 weeks. Please check our newspaper advertisements, website (www.trusthouse.org.nz) or contact us on the details below for cut off dates. The Boards meet to consider grant applications approximately 2-3 weeks after the cut-off date, with decisions being advised as soon as possible thereafter.

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.

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 RETURN ALL FORMS AND DOCUMENTATION TO:

**The Secretary
Trust House Foundation
P.O BOX 135
Masterton**



TRUST HOUSE
COMMUNITY ENTERPRISE

PLEASE DON'T BIND DOCUMENTS, STAPLE OR INCLUDE FOLDERS IN YOUR APPLICATION

Contact Details:

Phone: (06) 370 0527

Email: grants@trusthouse.co.nz

Fax: (06) 378 8324

Website: www.trusthouse.org.nz