

1 Tell us about your organisation.

Organisation name: _____

If your organisation has applied to ECT before, please skip straight to question two.

Postal address: _____ Post code: _____

Physical address: _____

Website address: _____

Main contact for this application:

Title in the organisation: _____

Phone: _____ Mobile: _____

Email: _____

What is your legal status? _____

Society Company Registration Number: _____ N/A

Charities Services CC Number: _____

Other (church, marae etc) _____

Is your organisation registered for GST: Yes No IRD Number: _____

2 Tell us about your project.

What do you want to do? _____

What do you want to achieve? _____

Are there specific ways your project aligns with our priorities? _____

Who will manage it? _____

How long will it take to complete? (date or time frame for delivery) _____

What is the total cost of the project? (ex GST if you are registered) _____

How much are you asking ECT for? (ex GST if you are registered) _____

Which other entities have you applied to for this project? _____

Name	Amount	Decision outcome	If pending, when is a decision due?

How will you manage any shortfall? _____

How you will fund this project long term? _____

3 Declaration.

It is important that you disclose any information which may have a bearing on the application. Read the application and declaration carefully. Ensure it is completed by someone with the authority to do so.

I declare that:

- I am authorised to submit this application.
- Any distribution received will be used for the project for which it was approved.
- The information provided is correct and true to the best of my knowledge.
- This organisation will complete all documentation required by the Trust regarding this application.
- This organisation is acting within the rules of its constitution and that this activity complies.

I authorise Eastland Community Trust to:

- Use this information for the administration of this application.
- Use this information for the promotion of the grant, should it be approved.
- Seek such information as they may require to complete the consideration of this application.
- This may include speaking to others to assist with the assessment of the application.

I agree with the declaration stated above, for and on behalf of the organisation.

Name: _____

Position in the organisation: _____

Signature: _____

4 Attachments Checklist.

Please include the following documents with your application (if applicable).

- Latest Annual Financial Statement including notes; and review/audit report if applicable. *
- Project budget.
- Relevant quote/s.
- Confirmation of other funds raised.
- Income and Expenditure Statement for a part year.
- Pre-coded bank deposit slip or a bank verified document.
- Written resolution approving the submission of this application, signed by two office holders.
- List of Trustees or office holders (if not listed in the Annual Financial Statement).
- Feasibility Study.
- Any other supporting information.

**If you have been operating for less than 12 months you must attach an Income and Expenditure Statement for the period and a copy of your inaugural minutes.*