

## POSITIVE: SUPPORTING COMMUNITY ORGANISATIONS AND ACTIVITIES. PROJECTS SEEKING UP TO \$100,000.

*We will be proud to live in the Gisborne region because community organisations are well supported and resourceful.*

### MINOR (\$10,000)

### MAJOR (\$10,000 – \$100,000)

#### OBJECTIVES FOR FUNDING FOR BOTH FUNDS

1. We believe in our community and will support developing and growing community capacity by supporting governance training, mentoring and business support in the not-for-profit sector and business community – that is not funded by the government – and will provide clear opportunities for our region's organisations to perform better.
2. To support events and sponsor activities that show initiative, attract people to the region, raise our regional profile, celebrate, create leveraged fundraising opportunities for community organisations and enhance other components in our strategy.
3. To collaborate on projects and initiatives brought to us by community organisations that show innovation, vision, have a tangible and long term return to the community and provide efficiency or diversification of the region's offering.

#### PREFERENCES FOR FUNDING

Preferences for funding are the same for both pools and include:

- Organisations that have good governance practices in place.
- A clear and demonstrated need, and how the project/funding will meet that need.
- The organisation understands what success looks like for their project and has a measurement process in place to evaluate it.
- The project shows collaboration, efficiency, innovation and initiative.
- The project or event has wide community appeal/engagement and will benefit large numbers of people without favouring any particular group.

#### WHAT IS LIKELY TO BE FUNDED:

- Events – where large local participation can be measured, fundraising events, events that attract people to the region, events that raise the region's profile and events that celebrate our region and its assets.
- Governance training for community organisations, charities and not-for-profit committees.
- Community projects that show innovation and initiative.
- Feasibility studies and project management costs that enhance organisation capacity or add value to the community.
- Initiatives that create efficiencies for community organisations such as co-locations, shared service models and efficient business training.

- Good organisational capacity to deliver the project.
- Projects where other funding may have been secured and ECT's contribution is the one that means you can start work immediately or give confidence to get other funders on board.
- Projects that use local businesses and suppliers wherever practicable for the work that needs to be done.

#### PROJECTS WILL BE ASSESSED ON:

- |                                |                          |
|--------------------------------|--------------------------|
| a. Organisational capability.  | c. The project itself.   |
| b. Outcomes and measurability. | d. Community engagement. |

#### PROJECTS WILL BE ASSESSED ON:

- |                                |                          |
|--------------------------------|--------------------------|
| a. Organisational capability.  | d. Community engagement. |
| b. Outcomes and measurability. | e. Return on investment. |
| c. The project itself.         | f. Project plan.         |

#### DEADLINES: MINOR – UP TO \$10,000

Closing Dates	Meeting Dates
April 28, 2017	June 2017
July 28, 2017	September 2017
October 27, 2017	December 2017
December 15, 2017	March 2018

#### DEADLINES: MAJOR – \$10,000–\$100,000

Closing Dates	Meeting Dates
April 28, 2017	July 2017
July 28, 2017	October 2017
October 27, 2017	February 2018
December 15, 2017	March 2018

#### FOUR WEEK PROCESS

#### EIGHT WEEK PROCESS

## MINOR AND MAJOR FUND

### SECTION ONE: OVERVIEW

**Organisation name:**

---

Postal address:

---

Post code:

---

Physical address:

---

---

Website address:

---

Phone contact details:

Mobile:

---

**Main contact for this application:**

---

Title in the organisation:

---

Phone:

Mobile:

---

Email:

---

**Please provide an outline of your project including what it will achieve and what you're applying for:**

---

**What is the total cost of this project?**

---

**How much money are you asking ECT for?** (If over \$10,000, please make sure you complete the section regarding the Major Fund.)

---

**EASTLAND COMMUNITY TRUST**  
APPLICATION FORM



**MINOR AND MAJOR FUND**

**SECTION TWO: ORGANISATIONAL CAPABILITY – TELL US ABOUT YOUR ORGANISATION.**

When was your organisation formed?

---

What is the main purpose of your organisation? What do you do and why?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

How many Full Time Equivalents work for you?

---

How many volunteers do you have?

---

How many people did you help last year?

---

## MINOR AND MAJOR FUND

### What is your legal status? (tick one)

Not a legal entity

Incorporated Society

Date of incorporation: \_\_\_\_\_

Registered Charitable Trust

Charities Commission Number: \_\_\_\_\_

Other (ie: church, marae etc)

Is your organisation registered for GST:  Yes  No

IRD number: \_\_\_\_\_

### What is your tax status? (tick one)

Taxable

Non-taxable

Tax exempt

Have you received funding from ECT previously?  Yes  No

If yes, what was it for and when did you receive it?

---

### Financial information

a. Do you have audited accounts?  Yes  No

b. If yes, please provide the name of your auditor: \_\_\_\_\_

c. If no, who prepares your financial statements each year? \_\_\_\_\_

d. Please attach a copy of your most recent financial accounts including your statement of financial performance.

e. If any of the funds in your accounts are tagged for specific purposes please state what these are for:

**MINOR AND MAJOR FUND**

f. Do you anticipate any significant change in your organisation's financial position in the next 12 months? If so what are they?

---

Please provide names of your trustees, committee or board.

---

Has your board/committee or any of your governance people completed Directors training or governance training?

Yes     No

Would your board members like to do governance training?

Yes     No

**MINOR AND MAJOR FUND**

**SECTION THREE: PROJECT DETAILS**

How does your project contribute to your organisation's objectives?

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

Name	Amount	Decision outcome

Please provide as an attachment a budget for your project outlining income and costs.

Explain how your project links to ECTs Funding objectives.

**MINOR AND MAJOR FUND**

**SECTION FOUR: HOW WILL YOU KNOW YOU'VE SUCCEEDED?**

What are the outcomes or the final result you expect to get from completing your project?

---

**How will you know you achieved your objectives – how will you measure your success?** (For example if you say your project will attract 1000 visitors to the region, what measures can you put in place to check that and report on it?)

**MINOR AND MAJOR FUND**

**SECTION FIVE: COMMUNITY ENGAGEMENT**

Who will benefit from your project – how many people? Where do they live? If it is an event, who can attend?



**MAJOR FUND ONLY**

**Applying to the Minor Fund for a project less than \$10,000?** Please skip straight to Section Seven - Declaration and Attachments Checklist.

**Applying to the Major Fund for a project more than \$10,000?** Please give us a little more detail.

**SECTION SIX: APPLYING TO THE MAJOR FUND – APPLICATIONS OVER \$10,000.**

**If your organisation is applying for an amount over \$10,000 you need to make an application to our Major Fund. Please supply the following additional information:**

**What is the project timeline – how long will it take to complete?**

---

**Explain how your idea shows innovation, clear vision and why ECT should support your project.**

**MAJOR FUND ONLY**

Explain how your project will support the region, promote the region, celebrate the region and/or attract people to the region.

---

**Have you completed a feasibility study for your project?**

Yes (If yes, please provide a copy)

No (If no, please explain below how you have identified the need and potential users/ financial modelling and budgets)

**MAJOR FUND ONLY**

What risks have you foreseen in your project – what systems have you put in place to manage any potential risks?

---

**Do you have a project manager for this project and what experience do they bring?** (Please include some details about previous projects managed by the key people.)

**MAJOR FUND ONLY**

What activities or fundraising has your organisation done to raise money towards this project?

---

How will you manage any shortfall?

---

Who else are you collaborating with or partnering with in your project to create organisational efficiencies or reduce costs on a long term basis? (For example if you are building a new sports complex, what other organisations will use your complex and therefore reduce costs for members, reduce duplicating running costs and maintenance etc).

---

**MAJOR FUND ONLY**

**How will you plan for long term sustainability for this project?** (For example if it is a building – do you have an asset management and financial model to make sure it is looked after into the future? If it's an event – how will you manage its longevity?)

### MINOR AND MAJOR FUND

#### SECTION SEVEN - DECLARATION

- I declare that I am authorised to submit this application.
- I declare that any donation received will be used for the project for which it was approved.
- I authorise Eastland Community Trust to use this information for the purposes of administration and of this application.
- I authorise Eastland Community Trust to use this information for the purposes of promotion of the grant, should it be approved.
- I authorise Eastland Community Trust to seek such information as they may require to complete the consideration of this application.
- I declare that the information provided is correct and true to the best of my knowledge.
- I declare that this organisation will complete all documentation required by the Trust in relation to this application.

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

Name: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

#### ATTACHMENTS CHECKLIST

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

It is important that any information which may have a bearing on the application is fully disclosed. Read the application and declaration carefully and ensure it is completed by someone in your organisation who has the authority to do so.

- Annual accounts including notes; and review/audit report if applicable
- Project budget
- Relevant quote/s
- Confirmation of other funds raised
- Income Tax exemption letter from IRD
- Rules or Constitution
- 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 bearers
- Inaugural minutes

*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.*