

Eligibility -Applicants

Before completing this application form, you should have read the West Coast Community Trust's [Grants Policy](#).

The on-line application process will be aided if you **PREVIEW** the application form and have the appropriate information and documentation (including electronic versions of information to be uploaded) close at hand

You will be asked to **ENTER** data relating to:

- You as contact person
- Your organisation
- Your project

You will also be asked to **UPLOAD electronic** copies of

- **Organisation constitution or rules** (N.B. These should include provision for regular meetings, election of officers, Annual General Meetings, financial reporting, annual financial reporting including independent review and winding up provisions that include transfer of surplus assets to another similar NFP organisation)
- **Annual Financial reports**
- **All latest Bank Statements**
- **A pre-printed Bank Deposit Slip**
- **Verified Minutes with a minuted resolution to apply for the funding**
- **Copies of Quotations**
- **Supporting Information**, including letters of support (if required)

Incomplete applications and/or applications received after the closing date for this Donation Round will not be considered in this round.

This section of the application form is designed to help you, and us, understand if you are eligible for a donation.

If you have any questions please contact - Angela Keenan

West Coast Community Trust PO Box 190 Hokitika P: (03) 755 7914 M: 021 138 3369 E: wccomtrust@netspeed.net.nz

Eligibility of Organisations and Projects:

Groups and organisations performing a community service by:

- Contribution to community well-being;
- Promoting education and learning;
- Offering activities and services for the benefit of the community; or
- Giving time and resources to alleviate social problems.

These groups and organisations should be:

- An incorporated society;
- A registered charitable trust; or

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- A body (or club) controlled by an association of persons under an adopted constitution and rules with audited or reviewed accounts and an annual report.

General information:

Organisations can apply only once within the Community Trust's financial year (1st April to 31st March).

The Trust frequently seeks additional information from you by letter, email or phone.

Applicants will generally be expected to have undertaken fund raising of their own towards the cost of the project.

The organisation must use the grant for the purpose for which it has applied and be spent within that financial year. If an extension is required, written permission must be obtained from the trust.

Trust grants should be acknowledged as a separate item in your organisation's annual accounts.

For further requirements/criteria please download the trust's Grants Policy as above.

Projects that are not eligible include:

- Endowments or a capital fund;
- Completed or retrospective projects;
- Commercial organisations or groups operating for private profit; or
- Projects which the Trustees consider are the primary responsibility of local or central government.

The Trust will generally NOT contribute to:

- Promotion or benefit of an individual;
- Salaries, wages;
- Overseas travel;
- Motor vehicles; or
- Travel costs - exceptions can be made in special circumstances where the impact of that travel will be of major benefit to the region.

Confirmation of Eligibility

I confirm that:

- I have read and understand the West Coast Community Trust's Donation Policy and the summary above
- I am able to demonstrate alignment between this project and the Community Trust's Donations Policy
- My organisation is a formally run not-for-profit organisation and meets the eligibility criteria above
- I am applying for a project that meets the above eligibility criteria and benefits the people of the Buller/Grey/ Westland districts

☐ Yes

☐ No

You must confirm that all statements above are true and correct.

Organisation Details

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* indicates a required field

Official Name of Organisation *

Must be no more than 160 characters.

Your organisations charitable status

Charities Commission Registration number (if applicable)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Companies Office number (if applicable)

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address

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Office Address

Must be formatted correctly.

Organisation Postal Address *

Address

Organisation Physical Address

Address

Organisation website

Must be a URL and no more than 100 characters.

Must be a URL

About your organisation

State briefly aims/objectives of your organisation (as per Trust Deed, Rules and Constitution).

Word count:

Must be no more than 500 words.

Tell us about your organisation's background/history.

Word count:

Must be no more than 250 words.

Applicant Date Founded

Must be a date.

Your organisations location

Area or district your organisation serves

What is your organisation's legal status?

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What is your organisations tax status?

Primary Contact

Contact Name

Title	First Name	Last Name

Position

Home Address

Address

Phone Number

Email

Must be an email address.

Mobile Phone Number

Principle officers

Chair/President

Name	
First Name	Last Name

Position

Phone Number

Email

Must be an email address.

Secretary/CEO

Name	
First Name	Last Name

Position

Phone Number

Email

Must be an email address.

Treasurer/Other

Name	
First Name	Last Name

Position

Phone Number

Email

Must be an email address.

Staff / Volunteers

Number of paid staff? (full time equivalents)

How many volunteers/members?

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School Information (If Applicable)

Your educational category

Your school decile

Your pupil count

Project Details

* indicates a required field

What is the name of your Project *

Purpose for which the grant is required (include details as size, location, how much, how many costs, number attending etc.)* *

Must be no more than 200 words

Project Costs

Total project cost: *

Must be a dollar amount

Other funding

Must be a dollar amount

Amount requested: *

Must be a dollar amount

Other Funding

Other funder name

Confirmed

Amount

Must be a dollar amount.

Funds raised

Has your organisation raised any funds towards this project.

If so, how much?

Must be a dollar amount.

Bank Information

Organisation Bank Details

Account Name

Account Number

Must be a valid New Zealand bank account format.

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i.e 12-1234-0235678-000

Project Budget

Financial Summary from your latest Annual Accounts

Finances

Bank Balance Date

Must be a date.

Bank Balance

Must be a dollar amount.

Please provide the Income and Expenses of your organisation as a whole.

Total Income Amount

Must be a dollar amount.

Total Expenditure Amount

Must be a dollar amount.

Net Income

This number/amount is calculated.

Total Current Assets

Must be a dollar amount.

Total Term Assets

Must be a dollar amount.

Net Assets

This number/amount is calculated.

Total Current Liabilities

Must be a dollar amount.

Total Term Liabilities

Must be a dollar amount.

Working Capital

This number/amount is calculated.

Tagged funds - are funds tagged for other projects?

Tagged funds description

Amount (\$)

	\$
	\$

Documentation Check List

* indicates a required field

Below is the documentation you are required to submit. Please indicate whether you have submitted each of the documents by checking the appropriate box, and use the space below to explain any missing documentation.

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If you are unable to upload the information please post or email the information to: West Coast Community Trust PO Box 190 Hokitika 7842

A bank deposit slip *

Attach a file:

Copy of the latest bank statement for each account held *

Attach a file:

A copy of your annual financial accounts (including the Auditor's Report, if audited) *

Attach a file:

A copy of your organisation's Constitution, Trust Deed or Rules (If not already held by the Trust).

Attach a file:

A copy of your organisation's Certificate of Incorporation (If not already held by the Trust).

Attach a file:

A verified copy of the Meeting Minutes and resolution to apply for funding from West Coast Community Trust that states the purpose and amount for which your organisation is applying for funding. *

Attach a file:

Letter of support from your National/regional body and/or organisations if first time applying

Attach a file:

A copy of your Charities Commission Certificate and/or a letter confirming your income tax status from the Inland Revenue Department. (This is NOT the organisations IR15RWT certificate.)

Attach a file:

2 quotes required and/or budget costings, estimates

Attach a file:

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Other additional information if applicable

Attach a file:

Declaration and Privacy Statement

* indicates a required field

Applicants Declaration

I confirm that this application has the formal approval of our controlling Board/Committee. To the best of my knowledge the information provided in this application is true and correct. I accept that details of any grant that the Trust makes will be made public. I acknowledge that any decision made by the Trust is final and accept that no reasons for such a decision may be given nor any correspondence entered into. I accept my organisation will be accountable for any grant made, which will be used for the purposes specified in this application or as directed by the Trust.

I/We agree to comply with the conditions of the West Coast Community Trust or the grant will be returned to Trust.

This application will contain information about individuals and we are required to handle that information in accordance with the Privacy Act 1993. Accordingly the Trust confirms that:

- The collection of information is not required by law.
- For the Trust to be able to process the application, specific information about individuals is needed.
- The applicant always has the right to correct any information supplied.

Please visit our website to view the Trust's Privacy Statement at www.wccomtrust.org.nz

I acknowledge that this application contains personal information about individuals. This information will be held by the Trust for the purposes of assessment of an application for a donation, publication of the results of approved grant and for reference in connection with compliance, monitoring of grants and any future applications by the applicant. Information, including personal information, may be shared with other agencies or persons in assessing the merit and worthiness of this application.

I acknowledge and agree that any photographs provided in connection with a grant may be used by the Trust in publicly reporting on its granting activities.

Please note that you can only submit this form if you agree to the declaration. If you agree, please tick the box below

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

☐ Yes

Authorised Person's Name *

Title

First Name

Last Name

Your Position *

Date of declaration *