



APPLICATION FOR FUNDS

CHARITABLE TRUST

Applicant details:

Name of Applicant Organisation: _____

Postal address (for correspondence): _____

Physical address of organisation: _____

Telephone: _____ Email: _____

Type of organisation/activity: _____

No. of members: _____

Contact name for application: _____

Position in organisation: _____

Mobile: _____ Email: _____

Is the applicant organisation GST registered? Yes / No

If yes, what is the GST number? _____

Grant Details:

Purpose: Outline the reason for the application and what the grant will be used for – include relevant dates.

Cost analysis (state exactly what you want Rotary to pay for).

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL COST OF PROJECT:	\$
GST? EXCLUDING GST / INCLUDING GST	
GST amount – (if applicable): _____	\$
TOTAL AMOUNT REQUESTED: _____	\$

Declaration of other funding

Has an application been made to any other agency or society for funding for this purpose?
Yes / No If yes, please provide details below.

Name of other funding organisation? _____

Amount requested: _____ Status: _____

Name of other funding organisation? _____

Amount requested: _____ Status: _____

Checklist:

The following information must be provided before the application can be considered.

Quotations:

- At least two competitive quotations for all goods and services for which you require funding.
- Quotes must be less than 3 months old, be addressed to the applicant group and contain full supplier details (name, address, telephone, GST status etc.)
- Emailed quotes may be acceptable from reputable suppliers.

Time frame of your use of the funding.

- Do you intend spending the funding within 3 months of receipt? _____
- If not, have you provided details of the date(s) when intend spending the funding?

Minutes of the committee/executive meeting seeking funding.

- Full names of all members attending meeting.
- A resolution to apply for funding from Lake Taupo Rotary - for the purpose and amount for which your organisation is applying for funding.
- Minutes and resolution must be certified as true and correct, signed by the Secretary/Chairperson or other executive member.

For Sporting groups:

- Proof of current affiliation to a national or regional body.
- Proof/itinerary and date/s of event/s for which funding is sought.
- Names and roles of individuals in the team/organisation if travel funding is being requested.

Incorporated Societies must provide:

- Common seal and Certification of Incorporation.
- If no, then include a copy of your organisation's constitution.

Charitable Trusts must provide:

- Certificate of Incorporation and Trust Deed and proof of non-profit status.
- Charities Registered No. _____ (if applicable)
- IRD Tax Certificate _____ (if applicable)

Other organisations must provide:

- Proof of non-profit status.
- In the case of schools, endorsement from the Principal on school letterhead.

Bank account details for the applicant organisation must be:

- Pre-printed deposit slips (photocopies will not be accepted) or
- Bank generated account details, verified by the bank.

Terms and conditions.

- All successful applicants are required to supply Lake Taupo Rotary with copies of receipts and an Accountability Report for the expenditure of the funds they have received for authorized purposes. Any unused portion of those funds must be returned to Lake Taupo Rotary within six months of receiving them.
- It is a condition that the proposed grant allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that the allocation will be applied accordingly.
- In the event of non-compliance with any of these conditions, an amount equal to the grant is immediately repayable by the recipient to Lake Taupo Rotary.

Consent to Audit and Authorisation for Application.

- We understand that the funds can only be used for the purpose/s stated and that any unused funds will be returned to Lake Taupo Rotary.
- We agree to provide any information required regarding this grant to Lake Taupo Rotary on request, including the provision of an Accountability Report, invoices and receipts or other proof of how the funds were used.
- We agree that Lake Taupo Rotary may direct an audit or inspection of the accounts or data systems in which the funds have been deposited.
- We agree that any audit or inspection will be carried out in a manner approved by Rotary, within a timeframe specified by Rotary.
- We agree that we shall pay for the cost of any such audit or inspection, which may be conducted by a Chartered Accountant in public practice or by a person appointed by the Department of Internal Affairs.

I hereby declare that:

- All the information provided and contained in this application is true and correct.
- I have the authority to make the application on behalf of the Applicant Organisation.
- The Applicant Organisation agrees to be bound by this application and the Terms and Conditions set out in this application.

Signature: _____

Full Name: _____

Position: _____

Signature: _____

Full Name: _____

Position: _____