

# SJLC Grant Application Form 2020

Form Preview

## Applicant Details

\* indicates a required field

### YOUR ORGANISATION

**Legal Name of your Organisation \***

Registered name or as it appears in your constitution

**Other names used by your organisation**

If different from your legal name e.g. trading name

**Physical Address \***

Address

  

Suburb    Town/  
                  City

        

**Postal Address \***

Address

  

Suburb    Town/  
                  City

        

**Organisation email address \***

Must be an email address

**Organisation Primary Phone Number \***

**Website address**

Must be a URL

### APPLICATION CONTACT

**Application Contact \***

Title    First Name    Last Name

        

This is who we will contact if we have any questions or require further information about your application

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**Application Contact Phone Number \***

**Application Contact Email Address**

Must be an email address.

**Application Contact Mobile Number**

## YOUR ORGANISATION'S LEGAL STRUCTURE

**What is your organisation's legal status? \***

- Charitable Trust  
 Incorporated Society  
 School or Educational Institution  
 Other:

**Do you have a NZ Business Number (NZBN)**

- Yes  No

**NZ Business Number**

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
Office Address

Must be formatted correctly.  
13 digit number

**Are you registered with Charities Services? \***

- Yes  
 No

**NZ Charity Registration Number (CRN)**

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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

Please ensure you add CC at the beginning of your Charity Registration Number before you click 'Lookup'

*If you are not registered with the Companies Office or Charities Services please load your constitution or rules*

**Attach document here**

Attach a file:

*If your organisation is a school please include a letter from the Principal, on school letterhead, endorsing the application for funding.*

**Attach document here**

Attach a file:

## ORGANISATION OVERVIEW

**Category of Organisation \***

- |   |  |
|---|--|
| <input type="radio"/> Arts                    | <input type="radio"/> Environment      |
| <input type="radio"/> Care of the Aged        | <input type="radio"/> Medical          |
| <input type="radio"/> Community Organisations | <input type="radio"/> Religious Bodies |
| <input type="radio"/> Disabled                | <input type="radio"/> Youth            |
| <input type="radio"/> Education               | <input type="radio"/> Other:           |

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Select one option to indicate principal object of organisation.

**Have you had a previous grant from the Residuary Estate? \***

- Yes  
 No

**Have you acquitted previous grant(s)**

- Yes  
 No  
 Not applicable

If you have had a grant in the previous year and funds have not been fully expended yet, please click on Not Applicable

**What does your organisation do? \***

**Word count:**

Must be no more than 150 words - briefly describe your organisation's purpose; what services, programmes and activities you provide.

**Affiliated organisation details**

Must be no more than 50 words - please provide name of any regional or national organisation you are affiliated with

**Month and year your organisation was formed \***

Must be a date

**Are you a national organisation? \***

- Yes  No

If you are a National Office for an organisation, grant funds must only be used for a charitable purpose within the Provincial District of Auckland. (note - funds for operating costs, office equipment etc. for a National Office technically benefit the whole of NZ therefore your project will be ineligible.)

## Your Project

\* indicates a required field

### PROJECT DETAILS

Please select below what region of the provincial district of Auckland your project is being undertaken. Note that Waikato & South includes Coromandel, and the lower western and central area of the old Provincial District of Auckland. Please refer to the map on the Residuary Estate [website](#) for clarification.

*If your project is not being undertaken in any of the regions below, your project is not eligible for funding.*

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**What region is your project being undertaken in? \***

- Northland  
 Auckland  
 Waikato & South

- Bay of Plenty  
 Gisborne

**Project Name \***

Must be no more than 10 words

**Brief Project Description \***

**Word count:**

No more than 50 words. Must include exactly what you are wanting funds for. Any additional project information can be uploaded below. NOTE: this summary will be used for internal reports and must be concise.

**Support Material**

**Attach a file:**

If applicable, please attach any appropriate support material

**What category do you primarily require funds for? \***

**Why is the project needed? \***

**Word count:**

Must be no more than 100 words

**Approximate number of people directly benefiting? \***

Must be a number

**Additional information on numbers benefiting \***

The overriding criteria for any grant is that the purpose is of "public benefit" and that any grants are directly, in the first instance, for a sufficiently wide section of the community within the Provincial District of Auckland. Therefore this precludes scholarships or other purposes that only benefit a single person or very small groups. If the applicant is a sports club or similar, is the grant for an activity which will benefit the public rather than the members of the Club only?

**What are the objectives / expected outcomes of your project? \***

**Word count:**

Must be no more than 100 words

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**What is the proposed start date of your project? \***

Must be a date

**When do you hope to complete your project? \***

Must be a date

## Project Financials

\* indicates a required field

### PROJECT FINANCIALS

**How much are you requesting from the SJLC Residuary Estate? \***

Must be a dollar amount and agree with request breakdown in table below

**Total Cost of Project or Budgeted Expenses \***

Must be a dollar amount

**Your organisation's contribution \***

Must be a dollar amount - have you raised any funds through your own efforts?

**Other funding sought in conjunction with this application \***

Must be a dollar amount - what is the total amount of funding sought from other sources?

### THIS GRANT REQUEST BREAKDOWN

**Please provide a breakdown of costs of the amount you are requesting.**

**You also need to upload two quotes for each item requested below or supporting financial information.**

*(Note - please ensure you insert items in the first row under the column headings otherwise the form will not allow you to 'SUBMIT'. Please don't use commas or dollar signs in numerical field. You may also choose to consolidate multiple items under one heading to save inputting too many line items).*

Item	Amount GST Excl.	GST	Total
	\$	\$	\$
	Must be a dollar amount	Must be a dollar amount	Must be a dollar amount

**Attach quotes or financial information \***

Attach a file:

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If the application is for:

- *Specific items, two competitive quotes are required.*
- *Operating costs - copies of last three month's invoices are required or detailed expenses breakdown from annual accounts*
- *Capital works project - copy of successful tender documentation is required.*

## ADDITIONAL FINANCIAL INFORMATION

**By what means have you already raised money towards this project? \***

Word count:

Must be no more than 150 words

**Is your organisation entitled to receive funding assistance towards this project from any other source e.g. central or local government, your head office or other? \***

Yes

No

If 'Yes' please attach a letter of support from this organisation below.

**Name of other funding source**

**Letter of support from other funding source**

Attach a file:

**If your organisation has put funds aside for any reason/project, please explain what those funds are tagged for and why they cannot be used for this project?**

Word count:

Must be no more than 150 words

**Have you applied to any other organisations for financial support towards your project? \***

Yes

No

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Detail the name and amount sought or received from other organisations for this project, if applicable.

Organisation	Amount requested	Status of Application	Date of result	Amt approved (if applicable)
	\$			\$
	Must be a dollar amount.		Must be a date.	Must be a dollar amount.

**Any further comment re other funding sought?**

## Additional Information

\* indicates a required field

### ORGANISATION FINANCIAL AND BANK ACCOUNT DETAILS

**Is your organisation registered for GST? \***

Yes  No

A grant from the SJLC Residuary Estate is classed as a donation. If you are GST registered a grant will exclude GST. If you are not GST registered, a grant will include GST

*Please upload a copy of your organisation's latest audited annual accounts - if you do not have audited accounts, please attach a detailed profit and loss account and balance sheet.*

**Financial Accounts \***

Attach a file:

Please provide your organisation's bank details for funds to be deposited in the event that your grant application is approved.

**Bank \***

**Account Number \***



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**Account Name \***

**Please upload proof of organisation's bank account details \***

Attach a file:

e.g. bank deposit slip; bank statement or other bank verification

## ADDITIONAL DOCUMENTS AND SUPPORT MATERIAL

Please upload any letters of support or additional documents that you feel would support your application

**Letters of Support**

Attach a file:

**Other documentation**

Attach a file:

If applicable

**Comments**

General comments or relating to supporting documentation

## Declaration and Authorisation

\* indicates a required field

### Declaration and Privacy Act 1993 Authorisation

Please read the following statements carefully before inserting below, your name and position, together with the name of your organisation's Chairperson/President.

- We have the authority to commit the organisation to this application.
- We solemnly declare that the information we provided herein and on supplementary attachments is true and correct, and
- That further information provided by any one of us or by any representative of our organisation, during the course of assessment will be true and correct.
- We authorise the Sir John Logan Campbell Residuary Estate to use this information for the purposes of administration and consideration of this application.
- We authorise the Sir John Logan Campbell Residuary Estate to advertise or publish the name of our organisation and the amount of the grant approved if this application is successful.
- We acknowledge that any decision made by the Trustees of the Sir John Logan Campbell Residuary Estate is final. We accept that no reasons for such decision will be given, nor will any correspondence be entered into.
- We acknowledge that grant monies will only be used for the purpose for which quotes were supplied and the grant approved, and

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- Any unspent funds will be returned to the Residuary Estate unless otherwise directed.

**We have read, understand and agree to the above declaration. \***

- Yes  
 No

**Submitting applicant's name \***

**Position \***

**Name of Chairperson/ President \***

Or head of your organisation as a sign that they endorse this application

**Date of Declaration \***

Must be a date

What happens next?

### **SUBMITTING YOUR APPLICATION**

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

**Once you have submitted your application, no further editing or uploading of support materials is possible.**

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

***If you do not receive a confirmation of submission email then your submission has NOT been received.***

**Applications close on the 15th August. The annual allocation of grants will be made by the Trustees at a special meeting in early December 2020.**

**Applicants will be advised in writing of the outcome of their application as soon as practical after the December meeting of the Trustees.**