



Johnsonville Charitable Trust

Funding Application

**PO Box 13072
Wellington 6440**

Telephone: 4785799

Important: Please complete the Application Sections A,B,C,D and E carefully and return

SECTION A Contact Details

Applicant Name:

Postal Address:

Contact Person:

Position: (e.g. Secretary)

Phone (Daytime)

Phone (Evening)

Email Address:

SECTION B Organisation Details

Type of Organisation

Sporting

Cultural

Educational

Charitable

Community Support

Other (Please Specify):

Number of Members:

Legal Status:

What is the main purpose of your Organisation?

GST Status: Are you registered for GST?

Yes

No

Please supply your GST Number:

Is your organisation a not for profit body

Yes

No

Is your organisation affiliated to any regional or national association?

Yes

No

Name:

Have you included a signed copy of the minutes of your organisation granting approval to seek the grant?

Yes

NO

If not, why not?

Bank Details: Please attach your organisation's pre printed bank deposit slip here

ATTACH BANK DEPOSIT SLIP HERE

SECTION C Funding Details

Has your organisation applied for funds for the **same** purpose(s) to any other Trust or Funding organisation?

Yes

No

If Yes please supply details

Organisations name

Amount

Outcome (if known)

\$

\$

\$

What other fundraising activities have you undertaken for this project and how much have you raised to date?

Do you have your accounts independently audited?

Yes

No

Have you included your audited accounts or financial accounts for the past twelve months with this application?

Yes

No

If not, why not?

SECTION D Grant Details

Amount applied for \$

Budget:

Total Cost of Project \$

Your Organisations contribution \$

Other Funding sought \$

This Application \$

Shortfall (If any) \$

The Trust may not be able to fully fund the total amount applied for.
Please state the minimum amount required for the project to proceed

\$

Purpose of the Grant:

What will the funds be used for?

When do you require funding? (Date activity taking place)

Cost Breakdown

Item Description	Amount GST (excl)	GST	Total
1			
2			
3			
Totals			

Quotes: Two quotes are required for each item of the project. If a second quote is not provided please state why

Does anyone who supplied quotes to support your funding request belong as a member of your organisation? Yes No. If Yes please supply details

SECTION E Declaration

We agree to comply with requests from staff or Trustees of the Johnsonville Charitable Trust (JCT) for additional information in relation to the receipt and use of funds received by us.

We agree that the Trustees of the JCT may direct an audit or inspection of the books, accounts or data systems in which any grant monies have been deposited.

We agree that the audit or inspection will be carried out in a manner approved by the JCT.

Privacy Act

The organisation and associated individuals authorise the Johnsonville Charitable Trust to store any information included in, or obtained in connection with, this application and to disclose that information together with the Johnsonville Charitable Trust's decisions on the application for any purpose including without limitation, national publication of grants, storage on a national data base.

In the event of any audit irregularity being discovered (e.g. misapplication of funds) we agree immediately to refund the grant in whole or in part as required by the Johnsonville Charitable Trust at its absolute discretion.

Any unspent funds will be returned to the Johnsonville Charitable Trust unless otherwise directed.

Grant monies will only be used for the purpose for which quotes were supplied and the grant approved

We have read, understand and accept the conditions of this application. We have read and understand the information notes contained in this form.

We certify the above is true and correct.

SIGNATURE OF SECRETARY

PRINTED NAME

DATE

**SIGNATURE OF CHAIRPERSON or
Other EXECUTIVE MEMBER**

PRINTED NAME

DATE

Note: This declaration must be signed by two authorised persons.

DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION

Notes for Applicants

JOHNSONVILLE CHARITABLE TRUST

The Johnsonville Charitable Trust has as its primary objective to assist appropriate groups within its declared boundaries in the provision of capital equipment in order to further the interests of the organisation.

As a general rule the Trust does not fund on going activities nor furnish consumable items to organisations. e.g. The Trust will not fund, affiliation fees, sporting equipment, uniforms, bus trips, travel or similar activities. It will however consider funding or partial funding of buildings and building extensions.

As an exception to the above the Trust does fund the Annual Johnsonville Senior Citizens Christmas Luncheon and supports the Northern Volunteer Services Awards evening.

The following notes correspond with the numbering shown on the Application form

Section A - Contact details

The **applicant organisation** must be an identifiable formal group, association, Trust, society or non for profit organisation. We cannot accept applications from individuals or families

All correspondence will be sent to the nominated **postal address** of the applicant organisation.

Approved Grants will be deposited directly into the applicant association's nominated **bank account**.

The Trust may phone nominated **contact persons** to seek clarification or additional information regarding your application. Please ensure these persons know about the application

Section B – Organisational Details

This section helps us confirm your non profit, non commercial status. The Trust cannot fund any organisation where people in that organisation will accrue a personal or commercial benefit

If the applicant is **GST** registered, only the **GST exclusive** amount will be funded. If approved, any grant made by the Johnsonville Charitable Trust shall be treated as an unconditional gift. No portion is claimed by the Johnsonville Charitable Trust as a deduction for Goods and Services.

Please staple your organisation's pre printed bank deposit slip onto this section. You may not use a business or personal account deposit slip. This information is mandatory as it forms part of the audit trail should funds be granted to your organisation

Section C – Funding Details

The Trust will not grant funds where the possibility that the applicant group has also applied to other sources of funding for the same project unless such applications have been declared. In the event that other applications are pending for a particular project the Trust reserves the right to delay making a decision on granting of funds until such time as the outcome of the other applications are known.

When seeking funding for buildings and building extensions please provide the following:

1. Approval of the land / property owner to undertake project
2. Application and approval of Building and Resource Consents as appropriate
3. Firms quotes from suitable qualified person to undertake such works as planned and a copy

Section D - Grants

JCT will consider applications for funding four times a year, in **February, May, August and November**. All applications for funding are to be in the hands of the JCT secretary by the **15th of the month preceding**.

JCT reserves the right to amend the timings of grant considerations as it sees fit. All applications will be acknowledged and outcomes advised. No correspondence will be entered into by JCT in justification or otherwise as to why an application may or may not have been granted. The decision of Trustees is final. JCT will only accept applications from organisations within its approved boundaries as defined on its website www.johnsonvilletrust.org.nz

Final Checklist

- ☐ Have you included your latest annual accounts?
- ☐ Have you included a minimum of two quotes?
- ☐ Have you included a copy of the minutes approving the grant application?
- ☐ Has your application been signed by two authorised persons?
- ☐ Have you attached your bank deposit slip to the application?