

GRANT APPLICATION FORM



Name of Organisation *(should be same as Bank Account)*

Name of recognised or national body to which you are affiliated, if applicable

Address of Organisation

Mailing: Street:

Post code: Postcode:

Website: Email:

Contact Person

Name: Position:

Email: Work Phone (include area code):

Mobile: Home Phone (include area code)

Purpose for which funds will be used

Amount applied for: \$

Total Amount \$

Date by which any grant will be expended:

Note that you will be required to account for the expenditure of these funds within one month of this date

Is your organisation :

GST registered? YES NO GST NUMBER:

Registered with the Charities Commission? YES NO CC NUMBER:

Approved for IRD Charitable Status? YES NO NUMBER:

Have you made application for funding to anywhere else? YES NO

IF YES, PROVIDE DETAILS:

APPLIED TO: FOR GRANT OF: \$

APPLIED TO: FOR GRANT OF: \$

OFFICE USE ONLY:	
AMOUNT APPROVED:	DATE
Approved by:	
PAYMENT DATE:	CHEQUE NUMBER
OR APPLICATION DECLINED ON: (DATE):	

COST BREAKDOWN *(Two supplier quotes must be supplied for purchase of goods. Email and website quotes are not acceptable)*

ITEM	Cost	+GST	Total Cost
TOTAL COST			

PAYMENT FOR SERVICES				
Description of services	Hours	Cost per hour	+GST if applicable	Total Cost
TOTALS				

OTHER COSTS			
Item/description	Cost	+GST	Total Cost
TOTAL COST			

SUMMARY OF COSTS			
	Cost	+GST	Total Cost
ITEM			
PAYMENT FOR SERVICES			
OTHER COSTS:			
TOTAL COST			
AMOUNT REQUESTED			

If the amount requested is less than the TOTAL COST, please explain where the balance of funds will be obtained:

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Bank Deposit Slip: Grant payments will be lodged directly into this bank account, which must be in the name of the Organisation applying. Please attach a pre-printed deposit slip or a deposit slip stamped by the bank.

Affix deposit slip/stamp here

DECLARATION *(Please read carefully)*

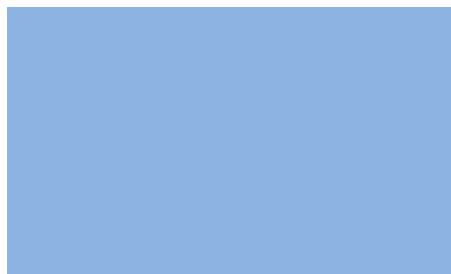
We understand that the funds can only be used for the purpose stated and that any funds not used in this manner will be returned to the Guardians of the Sea Charitable Trust. We agree to provide to the Guardians of the Sea Charitable Trust, on request, any information required regarding the grant we have received, including provision of receipts or other proof of how the funds were spent and an accountability report within one month of the grant being expended.

Signatures: (Important~ 2 representatives of the organization must sign.)

We, the undersigned, certify that the information provided in this application is true and correct to the best of our knowledge and we make this application on behalf of the organisation.

NAME:	NAME:
POSITION:	POSITION
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Common seal (Please stamp)



OR, if Common Seal is not used, please tick the name of the document you have attached in its place:

Trust Deed Charter Constitution Other (Name).....

Please address grant applications to:

The Secretary, The Guardians of the Sea Charitable Trust, 4815 State Highway 12, RD3 Kaikohe 0473
or email steve@guardians.org.nz

CHECKLIST: *(Before you submit this application, make sure the following is complete)*

- Cost breakdown completed in full detail
- Two quotations are attached~ or written explanation if only one is available
- Organisation's common seal is affixed or Trust Deed/Charter/Constitution is attached, as applicable
- Signed copy of Committee/Board resolution is attached
- Two representatives have signed the application
- Pre-printed bank deposit slip is attached
- Certificate of Incorporation is attached (if applicable)
- Confirmation of affiliation to recognised National Organisation (if applicable)
- Latest financial accounts are attached
- IRD and GST sections are completed in full

Please ensure you have completed this form in full and have kept a copy for your records.

GRANTS ARE MADE FOR THE FOLLOWING PURPOSES:

For grants to be considered, the planned outcome must meet one or more of our objects.

Brief overview of the purpose of the Trust

- Achieve “more fish in the water” through promoting excellence in sustainable management
- Promote co-operation between all stakeholders in shared fisheries
- To foster community understanding and the benefits of kaitiakitanga
- More detailed objectives can be found on our website: www.guardians.org.nz

GRANTS ARE NOT MADE FOR THE FOLLOWING PURPOSES:

Unauthorised purposes~ including but not limited to the following:

- Grants to non-affiliated “social” sports or clubs
- Cash prizes or large non-cash prizes
- A purpose, which will result in commercial gain for an individual or organisation
- Family or group reunions or social functions
- Events, trips or projects, which are primarily social in nature
- All grants must be utilised for purposes within New Zealand for New Zealand goods and services.
- Any retrospective purchase, event or project
- Funding for third party donor organisations

IMPORTANT INFORMATION~PLEASE READ CAREFULLY

- Organisations must apply on the Guardians of the Sea Charitable Trust Application Form which can be downloaded from our website: www.guardians.org.nz
- A description of your project including costings and the purposes should be provided.
- Grant applications are considered by the trustees quarterly: in February, May, August and November.
- If appropriate, the trustees may consider and approve applications at other times.
- The application form must be filled out in its entirety, including a description of the purpose in the space provided (not “see attached” or “see enclosed” and the following should be noted:
 - a. Applications must be for an authorised purpose as previously detailed. The Trust does not give to individuals for their benefit.
 - b. Applications must be future-focussed i.e. the application must be lodged and considered by this Trust prior to the event/project/purchase taking place. (Retrospective applications will not be processed).
 - c. Details of the costs should be clear and quotes must be obtained from suppliers.
 - d. The organisation must pass a resolution that the funds will be sought for a specific purpose and two representatives must sign the application.
 - e. The organisation must affix its common seal or append its Trust Deed, Constitution, Charter, Constitution or other founding documentation.

- f. It is a condition that the proposed allocation is applied for the purpose stated and no other purpose. Acceptance of the grant payment will be deemed to confirm that the allocation has or will be applied accordingly. In the event of non-compliance with this condition, an amount equal to the amount of the allocation is immediately repayable by the recipient organisation.
- Any deviations or requests for reallocation of funding or change of supplier of goods and/or services must be made to the Guardians of the Sea Charitable Trust in writing.
 - Expenditure of funds must be accounted for by collating and returning invoices/receipts/bank statements with the Accountability Form as soon as practicable after the funds are spent, but no later than one month after the grant has been expended. Accountability Report Forms can be downloaded from the website: www.guardians.org.nz
 - Any unspent funds are to be returned to Guardians of the Sea Charitable Trust immediately
 - Failure to return the Accountability Form can result in a request from Guardians of the Sea Charitable Trust for the return of funding and any future applications being declined.
 - No fee or commission payment of any kind can be attached to this application.
 - Funding is entirely at the discretion of the Board of The Guardians of the Sea Charitable Trust and application does not guarantee funding. No reason need be given by the Board for declining an application or only providing part-funding.
 - All items funded must remain the property of the recipient organisation.
 - If an applicant is GST registered, only the GST EXCLUSIVE amount will be funded (as GST is not a real cost to such organisations)

WHAT HAPPENS TO YOUR APPLICATION

- All completed applications are considered by the Guardians of the Sea Charitable Trust Board at Trust Board meetings (3-4 times a year).
- After consideration by the Board you will be advised whether or not you have been successful and, if successful, the amount that you have been granted.
- The payment of the grant will be made by cheque made out to the account nominated on the deposit slip you have supplied.
- Written notification of outcomes will be sent out following the decision of the Board of Trustees