

## How to Fill Out Our Small Grants Fund Application Form

We aim to make our application process as clear as possible. Below you will find descriptions to help you answer the questions on our application form.

### Name of Group/Organisation, Registration

This should be the same as the name on your registration form.

The registration form is a short online form which provides us with basic information about your organisation. If this is your first application to the Strengthening Communities Fund you will need to complete a registration form.

You can also use this form to tell us about any changes to the contact information we hold for your organisation.

### Total Annual Organisation Volunteer Hours

We value volunteers and would like to see how much they contribute to your work. We use volunteer hours as one way of reporting back to decision makers how grant funding is being used and what it is contributing to the community.

### Main Contact Details

If we have a question about your application we need to be able to contact you quickly. It is best if your contact person can be available for phone calls during the day and knows about the project you are applying for.

### Name of Project

Describe in one sentence what you are seeking funding for.

### What Sector?

We collect this information to help us determine which Community Advisor will prepare your application for the decision makers and to ensure our grants are reflective of the range of sectors in our community.

### Brief Description of the Project

This is your opportunity to tell us about the project you are asking for funding for. Try and be as clear and specific as you can (Maximum of 2 paragraphs).

### Main Target Groups

We collect this information to ensure that our grants are reflective of the range of people in our community.

### How Many People will Directly Benefit from this Project?

We need to know how many people you will help. This could include the size of an audience, the number of the general public who attend an event.

### Where do Your Participants Live?

We collect this information to help us determine whether your application will be decided by the Council or a Community Board. You can click on the link on the application form to see maps of all the ward areas.

### Number of Paid Staff

Only count the staff working on this project. If it is run by volunteers only put 0 in the box.

### Number of Volunteers

Only count the volunteers working on this project. If it is run by staff only put 0 in the box.

### Contribution to Council Funding Outcomes

Refer to our website for more information about our outcomes and priorities.

### Project Budget, Other Sources of Funding

We need to be able to clearly see the cost of your project and how you are planning to fund it. Provide as much detail as you can about what individual items you are requesting funding for.

### Other Sources of Funding

Council does not have the resources to meet the needs of all organisations who apply for grants. We expect that groups will be applying to a range of other funders as well as undertaking fund raising and income gathering activities to the best of their ability.

### Supporting Documents

If you don't attach all your supporting documents when you submit your application we will not be able to accept it for processing.

## Additional Information

### Salaries and Wages

If you are applying for salaries or wages please explain how you plan to ensure these positions are sustainable as the Strengthening Communities Fund does not guarantee ongoing funding.

You will need to provide a current job description and employment contract which details the hourly rate/salary, number of weekly hours and if the position is permanent or for a defined term.

### Legal Status, Legal Number, Charities Commission Number

To apply for Strengthening Communities Funding your organisation needs to be an Incorporated Society, Charitable Trust or registered for charitable purposes. Informal groups may only apply to the Small Grants Fund for grants of less than \$2,000.

You can obtain a copy of your Certificate of Incorporation which will tell you the date your organisation was established, your legal status and legal number through the Ministry of Economic Development at [www.societies.govt.nz](http://www.societies.govt.nz).

Charities Commission information can be accessed at [www.charities.govt.nz](http://www.charities.govt.nz)