Manawa Trust Community Development Fund Application
Form Preview

Eligibility

* indicates a required field

Programme

This field is read only.

Applicants: please note

Before completing this application form, you should have read the fund eligibility (see fund name above).

Incomplete and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, understand if you are eligible for a grant from Manawa Trust. Please complete these questions before any others to ensure you apply to the correct fund.

If you have any questions please contact the grants team on **07 578 5094 during business hours or email info@manawatrust.nz**

If you need to contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Confirmation of Eligibility

On behalf of the applicant organisation, I confirm that...

- I have read and understand the fund guidelines; and

The organisation:

- is able to demonstrate alignment between their project and the aims of this fund
- is a not-for-profit organisation (includes educational institutions such as schools and kindergartens)
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- will allocate funding to activities that occur in or benefit those in Manawa Trust's region.
- are able to demonstrate financial viability
- have not received funding from Manawa Trust in the past 12 months and:**This is not an application for**
- Individuals, with the exception of any Manawa Trust funded scholarship schemes

- High performance or elite sports or arts activities. Kapa Haka events are notsubject to this exclusion.
- Seeding investments for businesses
- Advocacy, lobbying, or campaigns where this is the primary purpose of the organisation
- Political organisations, residents associations or lobby groups
- Projects where local or central government would be the natural source of funding
- Commercial organisations or commercial events
- Informal groups
- Sponsorships
- Business case or feasibility studies for any projects
- Equipment and IT infrastructure where there is no community benefit
- Maintenance of facilities and equipment
- Repayment of debt
- Third party funding, where the funds will be passed on to another organisation
- Sports uniforms or uniforms in general.
- Travel but may make an exception for travel to events of national/international significance.
- International travel
- overseas aid
- Core business of Councils and Council Controlled Organisations
- Core education & health provision
- Funders or fundraising events/activities or building endowments (i.e. to build capital bases).
- Retrospective funding applications (As at the date the funding round closes)
- Social business initiatives that create direct competition with other businesses.
- Projects that support the spiritual activity of religious organisations
- Fund research except where the cost may legitimately be part of a project or programme evaluation.

Please select below: *

○ Yes ○ No

Organisation details

* indicates a required field

ORGANISATION DETAILS

Organisation name *

Organisation Name

Legal entity name

Organisation website

Must be a URL.

ORGANISATION CONTACT DETAILS

Contact name *
First Name Last Name

Contact position *

Contact phone number *
Must be a New Zealand phone number.

Email *
Must be an email address.

About Your Organisation

* indicates a required field

ABOUT YOUR ORGANISATION

Describe your organisation's purpose and tell us about the types of services, programmes or activities you provide *

Word count:
Must be no more than 300 words.

PEOPLE INVOLVED IN YOUR ORGANISATION

Number of paid staff *
Must be a number.
Full time / Part time (1 FTE = 40 hours)

Total number of volunteers *
Must be a number.
This includes your committee or board members

ORGANISATION LEGAL STRUCTURE

Please specify your legal status *
☐ Registered Charity

☐ Incorporated Society
☐ Company - with a charitable purpose
☐ School
☐ Other
No more than 1 choice may be selected.

When was your organisation established? *

Name's your organisation has operated under

NEW ZEALAND CHARITIES SERVICES INFORMATION

If your organisation is a Registered Charity, please enter your details below. If you do have a CC number, please make sure your details in the application match those held by Charities Services.

NZ Charity Registration Number (CRN)

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

Must be formatted correctly.

INCORPORATED SOCIETY INFORMATION

If you are not a registered charity or an Incorporated Society that is a charity, please enter your Incorporated Society number.

Incorporated Society number

Correct format for Companies Office Number is 123456

Do you have tax exemption?
○ Yes ○ No

Please upload tax exemption letter
Attach a file:

ORGANISATION FINANCIAL DETAILS

Please attach most recent annual financial statements *
Attach a file:

Include your Statement of Service Performance and Auditors report (where applicable).

Are these less than six months old? *
○ Yes ○ No

Please attach a financial year-to-date balance sheet and profit and loss statement (showing income and expenditure)
Attach a file:

ORGANISATION IRD INFORMATION

Is your organisation registered for GST? *
○ Yes ○ No

GST NUMBER

Please advise of GST number *

Example 123-456-789

ORGANISATION BANK ACCOUNT DETAILS

*
Account Name

Account Number

Must be a valid New Zealand bank account format.
Example 00-0000-000000-00

Please upload bank account confirmation *
Attach a file:

Please upload bank account confirmation

What are you applying for?

What are you applying for?
- ○ Operating Costs - First Application (Community Development Fund)
- ○ Operating Costs - Repeat Application (Community Development Fund)
- ○ Equipment Purchase - (Community Development Fund)
- ○ Project / Programme - One off, defined start and finish (Community Development Fund)
- ○ Building Project - Upgrade or new building (Community Development Fund)

Operating Costs - First Application

* indicates a required field

Operating Costs - First Application

What will the grant be used for? *

Word count:
Must be no more than 300 words.
Tell us about the activities/programmes Manawa Trust funding would support over the next year, who will benefit from these.

Describe the experience your organisation has to effectively deliver the activities or project?

Word count:
Must be no more than 300 words.

What other community organisations do you work, partner, or collaborate with? *

Word count:
Must be no more than 300 words.

Are you aware of any similar services locally? *

Word count:

Must be no more than 300 words.
What is unique about your organisation?

Operating Costs - First Application (Benefits and Impact)

What is the need you aim to meet, and how was this identified? *

Word count:
Must be no more than 300 words.

What outcomes are you seeking to achieve and what challenges do you face? *

Word count:
Must be no more than 300 words.
What will Manawa Trust funding enable you to achieve that you can't currently?

How many clients/members interact with your organisation? *

How many people overall benefit from the work you do? *

Must be a number.
Direct benefits - clients/members. Indirect benefits - wider whānau

Operating Costs - First Application (Financial details and budget)

In this section tell us about your operating budget, and how much you are applying to Manawa Trust for.

The budget you provide must include **all income** and **expenditure (confirmed and anticipated) must cover a 12 month period, usually this will algin with your financial year.**

If GST registered, use GST exclusive figures; otherwise use GST inclusive figures

Total expenses

$
Must be a dollar amount.

Amount requested from Manawa Trust

$
Must be a dollar amount.

% of total

This number/amount is calculated.

Upload your budget *
Attach a file:

Budget needs to show income and expenses, both confirmed and anticipated.

Operating Costs - Repeat application

* indicates a required field

OPERATING COSTS - REPEAT APPLICATION

What will the grant be used for? *

Word count:

What are you planning on delivering over the next year? *

Word count:
Must be no more than 300 words.

What were your key achievements and challenges over the last year? *

Word count:
Must be no more than 300 words.
Highlights and learnings

Have there been any changes to governance or key staff?
○ Yes ○ No

Please advise of the changes

Word count:
Must be no more than 300 words.

OPERATING COSTS – REPEAT APPLICATION (FINANCIAL DETAILS AND BUDGET)

In this section tell us about your operating budget, and how much you are applying to Manawa Trust for.

The budget you provide must include **all income** and **expenditure (confirmed and anticipated) must cover a 12 month period, usually this will algin with your financial year.**

If GST registered, use GST exclusive figures; otherwise use GST inclusive figures

Total expenses

$

Must be a dollar amount.

Amount requested from Manawa Trust

$

Must be a dollar amount.

% of total *

This number/amount is calculated.

Upload your budget *

Attach a file:

Include all confirmed and anticipated income and expenditure

Equipment Purchase

* indicates a required field

EQUIPMENT PURCHASE

What will the grant be used for? *

Word count:

Must be no more than 300 words.

How will this equipment improve your services? *

Word count:

Must be no more than 300 words.

EQUIPMENT PURCHASE - (FINANCIAL DETAILS AND QUOTES)

In this section, tell us about the cost of your Equipment Purchase, and how much you are applying to Manawa Trust for.

If GST registered, use GST exclusive figures; otherwise use GST inclusive figures

Amount requested from Manawa Trust *

$

Must be a dollar amount.

Funds raised/set aside

$

Must be a dollar amount.

Funds yet to raise

$

Must be a dollar amount.

Total Cost of Equipment *

$

Must be a dollar amount.

% of total

No greater than 50%

How will you raise any remaining funding required?

Word count:

Must be no more than 200 words.

Provide name of funders and application timeframes.

Please upload quotes *

Attach a file:

Have you sought alternative quotes? *

○ Yes ○ No

Two quotes are required for any items over $5,000

Who are your preferred suppliers and why? *

Word count:

Must be no more than 200 words.

Project / Programme - One off

* indicates a required field

Project / Programme

Name of project / programme *

What will the grant be used for? *

Word count:
Must be no more than 300 words.
Tell us about the programme/project and who will benefit from it.

Anticipated start date *

Must be a date.

Anticipated end date *

Must be a date.

Describe the experience your organisation has to effectively deliver the project *

Word count:
Must be no more than 300 words.

What other community organisations do you work, partner, or collaborate with? *

Word count:
Must be no more than 300 words.

Are you aware of any similar services locally? *

Word count:
Must be no more than 300 words.
What is unique about your organisation?

Project / Programme - (Benefits and impact)

Why is this project/programme needed? How was this identified *

Word count:
Must be no more than 300 words.
What supporting evidence is based on?

What outcomes are you seeking to achieve? *

Word count:
Must be no more than 300 words.

How many people will directly benefit from your project or service? *

Must be a number.
Project/programme attendees.

How many people overall benefit from the work you do?

Must be a number.
Direct benefits - clients/members. Indirect benefits - wider whānau

Project / Programme - (Financial details and budget)

In this section, please tell us about the cost of your project/programme, budget and how much you are applying to Manawa Trust for.

The budget you provide must include all **income and expenditure (confirmed and anticipated) and must cover the duration of the project/programme.**

If GST registered, use GST exclusive figures; otherwise use GST inclusive figures

Total expenses *

$
Must be a dollar amount.

Amount requested from Manawa Trust *

$
Must be a dollar amount.

Funds raised/set aside *

$
Must be a dollar amount.

Amount yet to raise *

$
Must be a dollar amount.

% of total *

This number/amount is calculated.
No greater than 50%

How will you raise any remaining funding required? *

Word count:
Must be no more than 300 words.
Provide name of funders and application timeframes.

Upload your budget *
Attach a file:

Please include all confirmed and anticipated income and expenditure.

Building Project - Upgrade or new building (Community Development Fund)

This is the incorrect form to apply for a building project. Please contact our office on 07 578 094 (during business hours) or email info@manawatrust.org.nz to find out more about applying for a facilities grant.

Please visit our funding page for a description of each of our funds.

Supporting Documents and Feedback

SUPPORTING DOCUMENTS

Could you attach any other information, e.g. letters of support, general information or other documents? Manawa Trust do not require a covering letter.

Also please note that depending on the type of project (i.e. capital projects, etc) we may also require some additional information such as resource/building consents, feasibility study, land ownership etc.

Attach a file:

Attach a file:

FEEDBACK

The time required to prepare and complete the application was reasonable
○ Strongly agree ○ Agree ○ Disagree ○ Strongly disagree ○ N/A

The application process is very straightforward
○ Strongly agree ○ Agree ○ Disagree ○ Strongly disagree ○ N/A

Please provide us with your suggestions about any improvements we could make to our application process

Word count:
Must be no more than 300 words.

Declaration

* indicates a required field

1. This application has the formal approval of our Board/Committee/Authority; and

2. I certify that the information provided in this application, is to the best of our knowledge, true and correct in every respect; and

3. That further information provided by us during the course of assessment of this application will be true and correct; and

4. I acknowledge that any decision made by Manawa Trust is final. We accept that no reasons for such decisions will be given, nor will any correspondence be entered into; and

5. That if this application is successful, the funds awarded will be applied to the purpose as stated in this application and not applied to any other purpose without the express permission of the Trust having first been obtained; and

6. That documentary evidence in the form of invoices/receipts of the expenditure will be provided to Manawa Trust prior to the release of funds by Manawa Trust; and

7. Claims for staff salaries and wages may require the production of employment agreements and PAYE schedules; and

8. Funding will not be granted for projects where spending has already been incurred; and

9. That Manawa Trust may publish the name of our organisation, a description of our project, the amount of the funds awarded and any photographic images.

10. That Manawa Trust may disclose the applicants information to any third party it chooses for the purpose of verifying the accuracy of the information in the application, and evaluation and decision making concerning the application.

11. Privacy Act 2020: We acknowledge that the information supplied in this application may be made available to other parties in the course of enquiries regarding applications. Personal information collected will be held by the Trust for the purpose of assessing applications to Manawa Trust.

Authorised person's name *
First Name Last Name

Must have financial authority

Position in organisation *

EG: CEO / Chair of the board

Authorised person's Email *

Date of declaration

Must be a date.

Submitting your form

There is a '**Review and Submit'** button at the bottom of the navigation box to the right of the screen.

You need to review your form before you can submit it – you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on '**Submit**' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone us on **07 578 5094** during business hours or email info@manawatrust.nz