



FOUNDATION

# GRANT APPLICATION

P: 211 3750 PO Box 1771 Invercargill, 9840 252 Dee Street, Invercargill E: applications@iltfoundation.org.nz

Name of Applicant Organisation: (must be same as bank account name)

Address:		Telephone Number & Email:
Physical:		
Postal:		

Two contact names	Role	Cell Phone No.
Primary:		
Secondary:		

<b>Total Grant Requested from ILT Foundation</b>	\$
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What is the grant to be used for? (Please be specific & include dates and location – use a separate sheet if necessary)

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If funding request is for Wages please advise:

Name of Employee & Role	Annual Salary Amount	Total Requested Amount
<i>i.e. Joe Blogs, Coach</i>	\$50,000	\$10,000
	\$	\$

(NB: employment contracts may be requested)

What is the purpose of your organisation?

How many people belong to the organisation applying? ..... Please explain how you calculated this number?

How many people would benefit from this grant? ..... Please explain how you calculated this number?

Please detail how people will benefit from this grant (use a separate sheet if required)

What is the legal status of your organisation?  Incorporated Society  Not-for-profit  Trust  
 Club  Other .....

Does your organisation work with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes', does it have a Child Protection Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is your organisation registered with the Charities Commission?	Yes <input type="checkbox"/> CC..... No <input type="checkbox"/>
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Are you GST registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	GST No:
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*If GST registered, funding will not include any GST.*

What is your NZ Business Number? (refer [www.nzbn.govt.nz](http://www.nzbn.govt.nz))

**Budgets (Please attach the following to this application)**

- 1) Organisation's approved budget (income & outgoings) for the coming 12 months. If funding is for a specific event, please also attach a separate event budget.
- 2) For applications made prior to 1 April 2021, please include a note advising how Covid-19 has affected this year's budget and what changes you have made because of this.
- 3) **Most recent financial statements** (if currently being audited please provide a draft copy).  
NB: Financial information on reserves/cash on hand/investments must be included
- 4) If your application is for a one off project or event, please also attach **two quotes** for costings.
- 5) Please include details on fundraising you have done or intend to do, towards funding applied for.

**PLEASE COMPLETE OTHER SIDE OF FORM ALSO**

Has the organisation applied for, or received funds, in the last 12 months from any other source? i.e. CTS, ICC, Lotteries, MSD, MBIE, Government Wage Subsidy, Sponsorships YES/NO (If Yes, give full details, using separate sheet if necessary)

Received From:	Purpose Given For:	Amount:
		\$
		\$
		\$
		\$

Please attach a copy of the organisation's resolution to apply for funding to the ILT Foundation. e.g. Committee minutes

### Declaration

- We declare that the information provided in this grant application is true and correct, to the best of our knowledge, and we have the authority to make the application on behalf of the applicant.
- This organisation fully understands that any and all grant monies received from the ILT Foundation can only be used for the purpose for which the grant was approved. Copies of invoices, receipts and bank statements (where applicable), along with any unspent funds, will be returned to the ILT Foundation after the funds have been applied towards the purpose for which the grant was made.
- We agree to comply with a request from an officer of the Department of Internal Affairs, for additional information, in relation to how the monies received, have been spent. This may involve an audit or inspection of the books and/or accounts of your organisation.
- We authorise the ILT Foundation to retain information pertaining to this application and to disclose that information as deemed necessary by the ILT Foundation for any purpose, including the publication of grants.
- We have read, understand and accept all the conditions applicable to this application for a grant.

Signature: 1 .....

Signature: 2 .....

Printed Name: .....

Printed Name: .....

Role: .....

Role: .....

Date: .....

Date: .....

Applicant Organisation's Bank:
Branch:
Account Number:
Name of Account:

*or attach a pre-printed deposit slip. (Personal bank accounts are not permitted)  
Please note: the name of the account must match your organisation's name.*

**\*\*Please keep a copy of this application for your records\*\***

Applications are due **three weeks prior** to the Board meeting at which they are to be considered. Meeting dates are available on our website: [www.iltfoundation.org.nz](http://www.iltfoundation.org.nz).

Office Use Only		
Date Received:	Grant Number:	
Meeting Date:	Approved / Declined	Amount Approved: \$
Payment Date:	Notes:	