



FUNDING REQUEST

Please read the Rotorua Energy Trust's Funding Guidelines before completing the Funding Request. The Guidelines will help you decide whether your organisation is eligible for funding.

If you require assistance in completing your application please contact us.

CLOSING DATES

Amount requested

Less than \$25,000 - No closing date, all requests are generally considered by Trustees within 6 weeks of receipt

More than \$25,000 - No funding currently available

Once approved funding not uplifted within SIX months is liable to be cancelled.

If you have any questions about the application process please check our website www.rotoruatrust.org.nz , call us on (07) 347 6239 or email us at admin@rotoruatrust.org.nz

FUNDING REQUEST

TELL US ABOUT YOUR ORGANISATION

NAME of your ORGANISATION _____

Postal Address	_____	Project address (if different)	
Street	_____	Street	_____
Town	_____	Town	_____
Phone	_____	Phone	_____
Email	_____	Fax	_____
Fax	_____		
Website	_____		

NAME of the **MAIN CONTACT** for this application

This must be someone who knows about the activities that you are planning and who we can contact if necessary for further information.

Name	_____	Position	_____
Phone	_____		
Email	_____		

THE NAMES OF PRINCIPAL OFFICERS

Chair	_____
Secretary	_____
Treasurer	_____

LEGAL STATUS

Does your organisation have legal status? **Yes** **No**

If yes, please specify

Trust _____ Incorporated society _____ Other _____

How long has your organisation been in existence?

Is your organisation affiliated with, or part of, any national organisation?

If yes, please specify **Yes** **No**

CHARITIES COMMISSION REGISTRATION NUMBER _____

If you are **NOT** registered with the Charities Commission please explain why.

How many people are involved in running your organisation?

Full-time paid staff Part-time paid staff Volunteers

What do your volunteers do?

Approximately how many people directly benefit from your organisation's service? _____

Please provide the number of members in each age group category.

0 - 20 21 - 65 Over 65

Please explain the purpose of your organisation highlighting the services and Programmes your organisation provides

TELL US ABOUT YOUR PROJECT

What are you seeking funding for? Describe what the funding will be used for. Additional detail may be attached e.g. feasibility studies, business plans, etc

WHAT WILL THE BENEFIT OF YOUR PROJECT BE? Who will benefit? How many people? How will they benefit? Is there general benefit to the community? What are the objectives?

When will your project start? _____

Please indicate if any of the funds that you hold are tagged for a specific purpose

Do you anticipate any significant change in your organisations financial circumstances in the next 12 MONTHS?

Yes

No

If YES, please explain

ADDITIONAL INFORMATION

THE FOLLOWING INFORMATION IS REQUIRED FROM ALL APPLICANTS

- A copy of your latest bank statement for each account, including investments
- Annual Accounts for the last financial year (preferably audited)
- A copy of the budget and quotations to support your funding request
- A copy of a letter from Inland Revenue confirming Income Tax Exemption if you are not registered with the charities commission
- A printed bank deposit slip
- Letters of support for your organisation and the work it does

We will require **ADDITIONAL** information if your organisation is applying for the first time for funding from the Rotorua Trust

We will contact you to get this information

DECLARATION

In making this funding application I declare that:

I am authorised to do so and to the best of my knowledge the information contained herein is true and correct.

Any funding received will be used for the project for which it was approved.

The organisation will comply with any reasonable request from the Rotorua Energy Charitable Trust to monitor performance and accountability.

The organisation acknowledges that any decision made by the Rotorua Energy Charitable Trust is final. We accept that no reasons for such decision will be given, nor will any correspondence be entered into.

PRIVACY ACT

Any personal information about individuals you provide in this application will be used only to assist with the administration and assessment of your application and in publishing results of approved funding.

The group and personal information collected will be restricted to the Rotorua Energy Charitable Trust Board and staff along with other parties that may be consulted or contracted to act on behalf of the Trust.

Groups and individuals have the right to check and correct any personal information held by the Trust.

The information you provide is restricted to either the Rotorua Energy Charitable Trust's Board and Staff, other parties that may need to be consulted, officers of and people contracted to act on behalf of the Rotorua Energy Charitable Trust.

FOR AND ON BEHALF OF OUR ORGANISATION

Full Name _____ Position _____
Signature _____ Date _____

Counter sign by either the **PRESIDENT** or **CHAIRPERSON** of your organisation:

Full Name _____ Position _____
Signature _____ Date _____

SENDING US YOUR FORM

When you have completed the application and signed the declaration then please send your application with the necessary documents to: Rotorua Energy Charitable Trust, P O Box 1418, Rotorua 3040 or;

Hand Deliver to: 1358 Eruera Street, Rotorua