

Application Form

Organisation Information

Instructions:

- This funding application must be submitted online using this form. Clicking 'Download' will provide you with a copy of your submission for your records only.
- If you have any questions, please contact our staff at Rotorua Trust. Our phone number is 07 347 6239, and our email is admin@rotoruatrust.org.nz.

In this first section, we ask you to share details about your organisation:

Legal Name (if different)

Name of Chairperson *

Name of Treasurer *

If your organisation is affiliated to, or part of, any national organisation, please enter the details here

Organisation Type *

Select one

- ☐ Incorporated Entity
- ☐ Registered Charitable Trust
- ☐ Limited Liability Company
- ☐ Education Provider
- ☐ Government organisation
- ☐ Other Unincorporated Organisation
- ☐ Ineligible entity

Please provide your New Zealand Business Number (NZBN) if you have one

Is your organisation registered for GST? *

Click here to learn more about GST
Select one

- ☐ Yes
- ☐ No

Organisation Purpose *

Please state briefly the type of work your organisation does in Rotorua (250 words maximum)

How many years has your organisation been providing services to Rotorua? *

How many people are involved in running your organisation?

Full-time paid staff *

Part-time paid staff *

Volunteer hours average per week

Contact Information

We will keep you updated during the review of this funding application.

Please click "Add new" to add the applicant's contact details and primary contact for your organisation below.

Applicant Contact Details

Please use the Add New button to add a primary applicant contact.

First name	Last name	Email address	Mobile telephone	Position/Title
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Organization Primary Contact Details

Please use the Add New button to add the Primary Contact for your organisation. (if different from the applicant's)

First name	Last name	Email address	Mobile telephone	Position/Title
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Application Details

Please provide a name for your project:

Project Name *

Alignment with Funding Priorities: Which priority areas of the Rotorua Trust does this project align with?

Alignment With Funding Priorities Select 1 *

Select one

- ☐ Healthy Families
- ☐ Strengthening Communities
- ☐ Education
- ☐ Environment
- ☐ Vibrancy

Alignment With Funding Priorities Select 2

Select one

- ☐ Healthy Families
- ☐ Strengthening Communities
- ☐ Education
- ☐ Environment
- ☐ Vibrancy

For more details on these funding priorities, you can view the Rotorua Trust's strategic plan by following [this link](#).

How does your work and this funding request align with Rotorua Trust's funding priorities? (250 words max) *

Project Duration

Start date *

End date *

The next step is to determine which funding round your project belongs to:

Funding request up to \$50,000

Note: Funding requests up to \$50,000 are reviewed in the Trust's monthly funding rounds. Applications submitted by the due date are reviewed at the Trust's next board meeting, subject to all required documents being provided.

Funding request over \$50,000

Note: Funding requests over \$50,000 have an extended review period of at least two months. The applicant will be informed which Board Meeting their application will be brought to. Applications over \$50,000 require additional documentation, such as a business case and/or a meeting with Rotorua Trust.

Total Funding Amount Requested from Rotorua Trust *

Application Details

What is your estimated overall project cost? *

Brief Project Description (500 words max) *

Project Description *

How will the funds be used? (250 words max) *

What opportunity or issue does your project address and what changes do you expect to see? (500 word max)

What will you do and how will you do it? (500 word max)

Who will benefit and how? (250 word max)

What other organisations are you collaborating with (if any)?

We would like to hear about the outcomes that you are looking to achieve, and how you will know if you have achieved them.

Consider the following:

- What outcomes do you aim to achieve through your project? (Examples might include increased employment opportunities, improved health outcomes, positive environmental impact, or providing access and participation opportunities)
- How will you measure the effectiveness of your project? (Consider approaches such as data tracking, surveys, participant feedback, or formal reports.)

Choose outcomes that best match your project's impact in Rotorua.

Now it's your turn. Please provide your project's expected outcomes and how you will measure them.

Outcome 1

Measurement 1

Outcome 2

Measurement 2

Outcome 3

Measurement 3

Funding from other Sources

Please provide information on other funding for this project:

Funding Source

Amount

Status

Select one

- ☐ Declined
- ☐ Pending
- ☐ Successful

Funding Source

Amount

Status

Select one

- ☐ Declined
- ☐ Pending
- ☐ Successful

Funding Source

Amount

Status

Select one

- ☐ Declined
- ☐ Pending
- ☐ Successful

How do you plan to fund any balance remaining?

Complete this section if the total amount requested from Rotorua Trust plus the total confirmed funding from other sources is less than the cost of your project.

Supporting Documents & Banking Details

Please upload copies of the following documents:

Your budget

If you don't have one, [please view our resources page](https://rotoruatrust.org.nz/resources/) on the Rotorua Trust website for useful templates.

Most recent annual financial statements

Your organisation's current balance sheet

Your organisation's current profit and loss statement

A copy of a signed resolution, or meeting minutes, resolving to apply for funding

If this application is towards the purchase of specific items or services, please provide at least two quotations below (or an explanation of why only one quote is supplied)

If you have only provided one quote, please explain why:

Letters of support related to the project for which funding has been requested can be attached here. Please upload two letters of support:

Bank Account Details

Please enter your bank account details:

Bank name

Bank account number

Bank account name

Please upload evidence of bank account name and account number (for example bank deposit slip, or bank statement)

Declaration

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

If your application is successful, the grantee organisation consents to using non-personal data to promote the Rotorua Trust's work in the community.

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

In making this funding application, I declare:

- That the organisation will comply with any reasonable request from the Rotorua Trust to monitor performance and accountability.
- That the organisation acknowledges any decision made by the Rotorua Trust is final.
- I certify that either the PRESIDENT or CHAIRPERSON of my organisation, whose name appears below, has authorised this grant application and to the best of my knowledge, the information contained herein is true and correct.

Full Name of President or Chairperson *