

Lot 47 Combined Rotary and Lions Community Fund

Application Form 2022

Section 1: Organisation Details

Date Application Submitted:

Registered or Official Name of Organisation:

Postal Address:

Physical Address:

Website Address:

1. Application Contacts:

Primary Contact:

Name: Position:

Daytime Telephone: Mobile:

Email:

Secondary Contact

Name: Position:

Daytime Telephone: Mobile:

Email:

2. Organisation's Legal Status *(please select one):*

Incorporated Society – *please supply Incorporation number:*

Informal Group *(i.e. not a Legal Entity)*

Charitable Trust – *Please supply Charities CC number:*

Other *(e.g. School, Church, Local Authority etc.)*

3. Briefly outline what your organisation does:

4. Is your organisation registered for GST?

NO YES GST Number:

5. What year was your organisation formed?

6. What is your financial year start date? *(E.g. 1st April, 1st July)*

7. How many members does your organisation have? (Total Number):

8. How many people are involved in running your organisation?

Paid Full-Time Staff:

Paid Part-Time Staff:

Volunteers:

Section 2: Tell Us About The Project/Event You Are Planning

9. Please briefly describe your Project/Event:

10. Financials

Amount Requested: \$

Total Project/Event Costs (or total budgeted expenses): \$

11. Has your organisation applied for funding for this project elsewhere?

NO

YES.

If yes, when, where and what was the outcome?

12. When will your Project/Event take place (please provide dates if possible):

13. Where will it take place:

14. What is the primary demographic that this grant will support:

15. Incurred Costs

Has your organisation incurred costs for the project already?

NO

YES

If yes, please provide details. For example, design and development phase of the project, feasibility studies, consents, hearings, consultations, etc.

16. Contingency Plan

What contingency plan does your organisation have in place if this application is unsuccessful or if reduced funding is approved?

17. Estimates and Quotes

Has your organisation sought estimates or quotes e.g. hire of equipment, venue, consents, resources etc. (if applicable)?

YES – Please attach copies. We prefer you to have at least two quotes for significant expenditure.

NO

If yes, which supplier(s) have you selected, the reason(s) for the selection, and, if only one quote, the reasons why:

18. Funding Tagging

If the application is successful, will the Lot 47 Combined Rotary and Lions Community Fund be tagged to a specific component of the budget? If so please describe:

22. Voluntary / In Kind Contributions

“Voluntary / In Kind Contributions” means voluntary labour @ \$21.20 per hour (minimum adult wage), equipment loaned free of charge, donated goods and materials etc. Please outline the number of volunteers and approximate number of hours contributed in total and the value of any donated materials etc.

Voluntary / In Kind Contributions	Amount \$
Total Voluntary / In Kind Contributions:	

23. Reserves

What level of reserves, if any, does your organisation have at the time of this application. Please include cash balances and investments. Reserves: \$

If reserves cannot be used, please provide an explanation of why:

Section 4: Required Documentation

The following documents should accompany grant applications if applicable.

(Please indicate using check-boxes where you have enclosed documentation)

Please provide your number of Incorporation or Charities Services number on page 1.

A copy of your organisation’s 2020/21, prepared, reviewed or audited financial statements. Including a copy of the profit and loss and current balance sheet for the 2021/22 year to date.

Signed resolution or certified extract from the minutes of a meeting confirming your organisation’s resolution to apply to the Lot 47 Combined Rotary and Lions Community Fund, including the amount being applied for. This must be signed by two principal office bearers of your organisation.

If you would like to submit supporting documents, these can include:

- Letters of Support
- Data or Statistics
- Correspondence from other Organisations consulted or collaborated with

Section 5: Application Process and Time-line

Cut off date for your application is 31st May 2022.

The application will be assessed by a combined Lions and Rotary working group during June.

The selected applications will be submitted to the individual Rotary and Lions Boards for pre-approval on the 8th July.

The selected applications will then be sent to the Lot 47 Charities Trust for final review and approval.

Applicants should be advised of the outcome of their application by the end of July 2022.

Section 6: Declaration Authorisation

This declaration and authorisation relates to information in this application that the Lot 47 Combined Rotary and Lions Community Fund may hold about your organisation now or in the future.

We hereby declare that we are authorised to submit this application and that any grant received will be used for the purpose for which it was approved.

This application has the formal approval of our Committee/Board or controlling body.

We authorise the Lot 47 Combined Rotary and Lions Community Fund to use this information for the purposes of administration and consideration of this application.

We authorise the Lot 47 Combined Rotary and Lions Community Fund to make any enquiries of any third parties (which may involve discussing information contained in this application) or undertake audits of your organisation in connection with this application.

We hereby declare that the project/event has not been started or financially committed to.

We hereby declare that the information provided in this application is true and factual, to the best of our knowledge.

We hereby agree that the Lot 47 Combined Rotary and Lions Community Fund may make public the name of our organisation and the amount of the grant approved if this application is successful, including the use of any photographs provided by our organisation, and disclose any information to other funding agencies.

The organisation will comply with any reasonable request from the Lot 47 Combined Rotary and Lions Community Fund to monitor performance and accountability.

We acknowledge that any decision made by the Lot 47 Combined Rotary and Lions Community Fund is final and no correspondence will be entered into.

We acknowledge that if this application is incomplete in any respect, the entire application will be returned to you for completion, thus delaying any decision.

The applicant understands that grants are only made when the grant committee is of the opinion that the completion of the project will be certain. This means, for the avoidance of doubt, any funding required over and above this grant is guaranteed by the applicant to enable the project to be completed. In the event the applicant cannot provide evidence that any extra funding is not guaranteed, the application will be declined.

Primary Contact

Name:

Date:

Signature:

Secondary Contact

Name:

Date:

Signature:

This form **must** be signed by the two contact persons your organisation listed on page 1 of this form. These two people must be familiar with the contents of this application.

Please ensure you retain a copy of this completed application form and attachments for your own records.

Please complete your bank account name and details in the boxes provided below:

Bank Account Name:

Account Number:

Please send this Completed Application Form together with supporting documentation via email to cromwell.secretary@lionsclubs.org.nz

Alternatively, you are welcome to place printed copies of this form and supporting documentation into a sealed envelope and drop off at: [Great Southern, 4 Hughes Crescent, Cromwell](#)