



GIVE WHERE YOU LIVE

Funding Application Form

2024/25

**Funding priorities for this year's funding round will be:
Strengthening Communities**

Version: August 2024

Our potential

Our responsibility

Our community

About us:

Clutha Foundation supports charities and not for profit community organisations that benefit the people of the whole Clutha District. The Clutha Foundation was established to inspire and enable generosity in the Clutha District. It promotes 'giving back' to the community by encouraging people to give where they live for the sustained and ongoing benefit to our community.

Where does the money come from?

Funds come through generous donations from individuals, clubs and organisations – either by way of a one-off donation, regular contributions (big or small) or bequests. Donations are invested, building a fund that provides income which together with any pass through funding is made available for distribution.

Where does the money go?

To charitable groups and organisations that work for the benefit of the communities of the Clutha District.

Payment of Grant

Please note that payment of the grant will not be paid into your nominated bank account until all the funds for the project have been confirmed.

Where can you get more information about applying for a grant?

- See our granting policy and procedures at www.cluthafoundation.org.nz
- Email our Executive Officer at givewhereyoulive@cluthafoundation.org.nz
- Phone our Executive Officer, Alison Ludemann, on 027-2207145

Completing the Funding Application Form

Before starting the online application process it is important to carefully read the application form and gather the information you need. The form must be completed in one session as there is no ability to save and return later.

APPLICANT DETAILS

Name of Organisation	
Legal Status & Charity number	
Contact person	
Contact email	
Contact phone number	
Physical address	
What are the aims of your organisation? How do you achieve them?	
Who are the key office bearers in your organisations?	Person, role, contact email
Website (if applicable)	
Bank Account details	

Initiative Summary

Initiative name	
Total cost of initiative	
Amount Applied For	
Description summary (one sentence)	
Initiative theme	Health and well-being (community, family, individual), youth, education, environment, seniors, arts, sport and recreation,

Initiative details

Initiative description – what are you aiming to achieve?	
How do you know this is needed?	
Who and how many people will benefit?	
Tell us about the qualifications and experience of the key people who will implement this initiative (if applicable)?	
We are not usually sole funders. What plans do you have to achieve your funding targets and your timeline?	
What will you use the CF's grant for, specifically? (This needs to be spent within the next 12 months.)	

<p>How will you measure the success of your initiative? These measures will be used as part of the evaluation process when you report back to us, within 12 months of receiving the grant.</p>	
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SOURCES OF FUNDING FOR THIS INITIATIVE

Tell us how the initiative will be funded showing your own contribution, other funds applied for and if confirmed.

Item	Cost
Total Cost of initiative	
Amount applied for from us	
Shortfall	
How will you raise the rest of the money?	

Please indicate (where relevant) how funding for this initiative will be sustainable in the future.

Please note that payment will not be paid into your nominated bank account until all funds for the project have been confirmed.

REFEREE DETAILS

Please provide names and contact details for two referees. Referees should be individuals who can comment on the integrity and the services provided by the applying organisation, and preferably be external to this organisation. Referees must not be directly involved with the Clutha Foundation.

Name:	Name:
Phone:	Phone:
Email:	Email:
Position:	Position:
Relationship to the Organisation:	Relationship to the Organisation:
.....

APPLICANTS DECLARATION

We confirm:

- that we have read the granting procedures of the Clutha Foundation and agree to the granting conditions and accountability requirements;
- this application has the formal approval of our controlling Board/Committee/Authority;
- that any grant made will be used for the purposes specified in our application or as directed by the Clutha Foundation;
- that we will immediately inform Clutha Foundation should the initiative depart from that agreed.

We authorise Clutha Foundation or its agents to:

- make any enquiries of any third parties, even though that may involve disclosing information contained in the application in order to carry out due diligence;
- use our name/photograph for publicity purposes and participate in promotional work as may be reasonably required by the Foundation, free of charge.

We acknowledge that:

- any decision made by Clutha Foundation is final and we accept that no reasons for such a decision may be given, nor any correspondence entered into;
- this application and details of the Trustees' decision may be shared with other funders and made publicly available.
- payment of the grant will not be paid into our nominated bank account until all funds for the project have been confirmed.
- any funding received is to be uplifted and spent within one year of approval.

We commit to:

- acknowledging the support of the Foundation in our literature, announcements and interviews;
- providing all financial information requested including invoices and receipts as proof of purchase.
- return any unspent funds to Clutha Foundation.

We declare to the best of our knowledge the information provided in this application is true and correct.

Signed for and on behalf of (organisations name):

Signatories must not be directly involved with Clutha Foundation (e.g. trustees or employees).

Name:

Name:

Position:

Position:

Date:

Date:

Signature:.....

Signature:

CHECKLIST

Is your organisation not for profit?

In order to be eligible for a grant your organisation must be not for profit

Do you have an IRD income tax exemption?

If you do not have income tax exemption, we are unable to consider your application, but you are welcome to contact us to find out how to go about it.

Have you attached a full set of your most recent annual financial accounts?

These should be prepared by a chartered accountant but are not required to be audited. They should be less than 12 months old.

Is your request something we can fund?

Please refer to the application guidelines on our website to determine whether your request can be funded. Should you require further clarification, please contact us.

Have you attached a pre-printed deposit slip or bank account details verified by the Bank?

All bank details must be pre-printed, or bank verified.

Have you attached evidence of costings?

Please include the initiative budget – including all income and expenditure expected. For any capital purchases, supply at least two quotes.

Have you kept a photocopy of the full application and all associated documents for your records?

Have you supplied full contact details for two referees?

Have you answered every question on the application form?

Have you signed the declaration?

Once completed please send this form, with supporting information via email, post or hand deliver to:

Email givewhereyoulive@cluthafoundation.org.nz

Post Clutha Foundation, PO Box 216, Balclutha 9240

Deliver Clutha Foundation, 6 Clyde Street, Balclutha