

The Mangere Market Trust



GRANT APPLICATION FORM

THE MANGERE MARKET TRUST WAS FOUNDED TO HELP GOOD CAUSES AROUND MANGERE

If your non-profit club, charity or community group operates in Mangere and needs funding we may be able to help. To apply for a grant just fill in the simple three step form and send via email to admin@mangeremarkets.co.nz

HOW OUR APPROVAL PROCESS WORKS

Our grants team works hard to process applications as quickly as possible. We can usually respond within six weeks of receiving a completed form.

All applications will be considered by our Board of Trustees who meet every 2 months from January of each year on the last Wednesday of the month (except December). Applications must be received **at least two weeks** before the meeting.

Its important to make sure that you fill in this form correctly and include all the information we need (see the checklist on page 3). That way we can consider your application quickly and efficiently.

OTHER THINGS YOU SHOULD KNOW

Where does the money go?

To promote the youth of Mangere through educational, sport, art or music scholarships. To foster pride in Mangere amongst younger residents and reinforce established ties amongst older members of the Community. To formulate plans and implement projects which establish Mangere Town Centre as the centre of Mangere and a vibrant part of Greater Auckland. To strengthen the unique character of Mangere through presenting opportunities for expression of the diverse cultures of the local ethnic communities and groups

Where does money come from?

From the Mangere Town Centre Market.

Can venue operators benefit from a grant?

No, venue operators can't make any decisions or recommendations about applications or receive completed application forms. No payment, commission or any other kind of reward, financial or otherwise, can be attached or demanded as a condition of either the issuing or payment of the grant.

Where can you get Grant Application Forms?

Request via email admin@mangeremarkets.co.nz

BEFORE YOU GET STARTED...

Before you fill out the application form, please ensure that your organization is eligible for a grant by checking it against the following criteria:

- 1. Are you registered as an Incorporated Society? Are you a Charitable Trust or have charitable status? (i.e. either Charities Commission registered or Inland Revenue Department income tax exempt)? A school, educational facility or sporting club operating in Mangere?**

In order to get a grant you must be one of the above, if not, you are not eligible to apply for a grant.

- 2. When will the event or activity take place?**

If the event or activity has already taken place we cannot help you. We will only fund specific events/activities that will take place in the next 6 months (or 6-12 months by arrangement). Applications should be made **at least 2 months before the event takes place** and in time for consideration by the Board of Trustees based on the application cut off dates outlined above.

- 3. Where will the event take place?**

The event must take place in Mangere Manukau City or be for a Mangere based organisation. Overseas and New Zealand travel and accommodation expenses will only be granted in exceptional circumstances and at the Trustees discretion

- 4. What will the grant be used for?**

We will accept applications for grants for equipment, training, education, playing apparel and capital expenditure but not for food, catering, drink or administration expenses.

- 5. How often can grants be applied for and for how much ?**

We will only accept 2 applications for grants from the same organisation in a calendar year. As the Trustees wish to benefit as many grants as possible, the maximum grant limit for any one project is \$5000. The Trustees will only exceed this figure in exceptional circumstances and at their sole discretion

HELPFUL HINTS FOR APPLICANTS...

If you need help in filling out this application – phone 09 4222260

HINTS FOR STEP 1 : TELL US YOUR DETAILS

Step 1: Question 1

If you are the person filling out this form, you must belong to or be employed by your organisation and have the authority to answer any questions we may have

Step 1: Question 2

Only non-profit bodies may apply i.e. any society, association or organisation that is incorporated or legally constituted, whose rules do not allow money, property or any other benefits to be distributed to any of its members.

Step 1: Question 10

Funds are available for any charitable, philanthropic or cultural purpose that benefits the community.

All grants must be used for goods and services within New Zealand

Note: All applications are subject to availability of funds and compliance with authorised purposes. The Board of Trustees is not obliged to fund either this or future applications and has complete discretion on the allocation of funds.

HINTS FOR STEP 2 : TELL US WHY YOU NEED FUNDING

Step 2: Question 4

Unfortunately, we can't always fund the amount you are applying for. So please tell us the essential items needed to ensure the event or activity can occur

Step 2: Question 6

You'll need to obtain **two** competitive quotes for the goods or services you need. These should be current (i.e. dated less than 3 months prior to the date of application) and on supplier's letterhead. If you can't provide two quotes, please tell us why. If you have a preferred supplier arrangement with one provider, please clearly indicate this.

If your organisation is GST registered you should apply for goods and/or services exclusive of GST. If you are not GST registered our funding includes GST. Allocation of funds is an unconditional gift.

HINTS FOR STEP 3 : FINAL SIGN-OFF & CONSENT TO AUDIT

Please ensure that the 'consent to audit' at the bottom of the page has been signed by two of your organisation's authorised signatories and that you've read this section thoroughly. The two signatures must be the main contact person and second contact person (Steps 1.4 & 1.5)

CHECKLIST

IS YOUR APPLICATION COMPLETE?

Please check this list to ensure you've attached all the information we need and have correctly completed the form.

- Have attached proof of Charities Commission registration? (Steps 1.6)
- If your organisation is GST registered, or has IRD income tax exemption, have you included your IRD number? (Step 1.7)
- If your organisation is affiliated to a regional or national body, have you attached verification? (Step 1.8)
- Have you attached a copy of the Certificate of Incorporation? (Step 1.9)
- Have you attached a signed copy of the resolution to apply for funding from your minutes? (Step 2.2)
- Have you attached an original pre-printed deposit slip or an original bank statement so we can direct credit funding into your account once approved? We do not issue cheques. (Note: personal bank accounts are not permitted) (Step 2.2)
- If applicable, have you attached proof of timing of your event or activity? E.g. itineraries, programmes or sports draws? (Step 2.5)
- Attach the most recent financial statements for the organization.
- Have you attached TWO competitive quotes for each item addressed to your organisation and showing GST content? Note: Quotes should be less than three months old, on suppliers letterhead and show GST content (Step 2.6)
- Have you answered all questions in step 1 and step 2

HAVE YOU COMPLETED AND SIGNED THE ATTACHED FORM? (STEP 3)

- Has the 'Consent to audit' been signed by two of your organisation's authorised signatories? (Step 3) For schools, the Chairperson and Principal must sign.
- Have you kept a photocopy of the application form and quotes for the records?

If you've ticked all the above, you are done

GRANT APPLICATION FORM

STEP 1. TELL US YOUR DETAILS

Date: _____

Application No:	Grant No:
_____	_____
Date Received	Date Paid:
_____	_____

1. Full name of your organisation

(this should be the same as the bank account name)

2. What type of organisation is it?

(e.g. incorporated society, community group, school, sports group, charitable trust)

3. Your organisation's address details:

Postal Address _____

Street Address _____

Suburb _____

City/ Town _____

Postcode _____

Day time phone number _____

Email Address _____

Website _____

4. Main contact person

This is the person we'll call if we have questions eg CEO/Principal/Chairperson/Trustee

Name _____

Position / Title _____

Address _____

Suburb _____

City/town _____

Postcode _____

Daytime phone number _____

Mobile _____

Email Address _____

5. Second contact person

This is the person responsible for reconciling audit. Eg. Treasurer or Finance Administrator

Name _____

Position / Title _____

Address _____

Suburb _____

City/town _____

Postcode _____

Daytime phone number _____

Mobile _____

Email Address _____

6. Is your organisation registered with Charities Commission?

Yes | No

Please provide your CC Registration number

CC _____

Note: you'll need to attach a copy of your Charities Commission Registration

7. Is your organisation GST registered?

Y | N

Does your organisation have IRD income Tax exemption?

Y | N

If yes, you will need to attach a copy of your IRD income tax exemption letter

If yes, please enter your IRD number

8. Is your organisation affiliated to a regional or national association?

Y | N

If yes please attach verification of this.

9. Is your organisation incorporated?

Y | N

If yes please attach Certificate of Incorporation

10. What is the grant to be used for?

A brief description of your proposal and how it will make a Difference to your community

Amount requested \$ _____

The Mangere Market Trust use only:

Date: _____

Approved | Declined (circle) Amount: _____

Notes: _____

Net Proceeds
Committee signatures:

1. _____

2. _____

3. _____

Grant audit :

Passed | Failed (circle)

Signature: _____

Date: _____

STEP 2. TELL US WHY YOU NEED FUNDING ?

1. What is the total cost of this project?

\$ _____

2. How much are you asking from The Mangere Market Trust?

\$ _____

Please attach a signed copy of the resolution to apply from your minutes as well as a **copy of your recent annual financial accounts.**

Please attach an **original pre-printed deposit slip or an original bank statement** so we can direct credit funding into your account if approved. (personal bank accounts are not permitted)

3. Approximately how many people will benefit from the funding?

e.g. How many members in your team/group?
Or how many people will attend an event?

4. What is the minimum amount needed in order for the project to proceed?

\$ _____
Please note we can't always fund the total amount applied for

5. What is the timing of your project?

Please tell us the actual date of an event or specific period of activity & attach proof of events, itineraries, team members or sports draw if applicable

6. Cost breakdown

Please attach two quotes for each item- quotes must be less than three months old and on supplier's letterhead. They should be addressed to your organisation and show GST content

Items	Quote 1	Quote 2
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Please attach additional if required

7. Have you asked any other organisations for funding for this or any other purpose? **Yes | No**

If yes, please attach a separate sheet outlining the Date/Trust/Purpose/How much you applied for / and outcome

STEP 3. FINAL SIGN-OFF & CONSENT TO AUDIT

Note: This section is a legal requirement and must be completed

- We confirm that any funds received as a result of this application will be used only for the purpose and quotes for which they were approved and that we will send copies of all invoices, and bank statements proving they have been paid. We will return any money we don't spend to The Mangere Market Trust.
- We agree to use funds within six months of receiving them unless written approval to exceed the time limit is received from The Mangere Market Trust
- We agree to comply with requests from an officer of the Department of Internal Affairs (DIA) or from The Mangere Market Trust for further information regarding the receipt and use of funds received by this organisation from The Mangere Market Trust
- We acknowledge that the Department of Internal Affairs may wish to audit or inspect our organisation's books, accounts and data systems. We agree to provide The Mangere Market Trust with the relevant proof of expenditure to satisfy their audit requirements.
- We authorise The Mangere Market Trust to store any of the information related to this application and to disclose that information as necessary in the national publications of grants, storage on a national database.
- We agree that in the event of any audit irregularity, breach of condition or sponsorship/financial arrangement with a member venue being discovered, we will immediately return part or all of the grant as required by The Mangere Market Trust at its absolute discretion (at our expense)

We declare that the information provided in this application is True and correct to the best of our knowledge & that we have the authority to make this application on behalf of our group

Signature 1 _____ Date / /

Full name in CAPITALS. e.g. CEO/Chairperson/Trustee

Signature 2 _____ Date / /

Full name in CAPITALS. e.g. CEO/Chairperson/Trustee

IS YOUR APPLICATION COMPLETE ?

It's important that you include all the information we require to process your application as fast as possible (if anything is missing it may hold up the consideration process).

So please tick the checklist on the 'helpful hints' page (page 3) to ensure you've attached everything we need.

Email the application and supporting data to admin@mangeremarkets.co.nz