



**IMPORTANT**

* You must use this form for your application. Please read the Application Guide on the last page prior to completing the application form.
* Please type directly into the application form & submit your application via email, with all supporting documents attached.
* Please put all relevant information in this form - do NOT say “refer attached”. Incomplete applications may be declined.

Need more help? If you have any questions about the application, telephone **07-578-5094 or** email [**info@tect.org.nz**](mailto:info@tect.org.nz)

1. **Your Organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation |  | | | |
| Postal Address |  | | Post Code |  |
| Physical Address |  | | | |
| Contact Person |  | | | |
| Position |  | | | |
| Telephone / Mobile |  | | | |
| Email |  | | | |
| State any other name your organisation has operated under | |  | | |
| When was your organisation established? | |  | | |

1. **Beneficiary Status**

|  |  |
| --- | --- |
| Trustpower Account Number (of applicant organisation) |  |
| TECT will verify your beneficiary status directly with Trustpower | |

1. **Legal Status**

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| --- | --- | --- | --- | --- |
| What is the legal status of your organisation? | | 🗸 |  | 🗸 |
| Registered Charity | Charity No: |  | Incorporated Society |  |
| School | |  | Amateur Sports Organisation |  |
| Other? (please specify) | | | |  |
| TECT will review your Deed, Constitution, Rules or ERO report via the relevant Government websites. If your information is not up to date we will contact you to provide further information. | | | | |

1. **Your Organisations Finances**

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| --- | --- | --- | --- |
| 4.1 | AUDITED FINANCIAL STATEMENTS | |  |
| For registered Charities and Incorporated Societies, TECT will review the latest financial statements on the Charities/Societies websites. For all other entities, please attach a copy of your latest financial statements including auditors report. | | | |
| We have attached a copy of our latest independently audited (or reviewed) financial Statements (including auditors/reviewers report) for the 12-month period ended: | | / / | |

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| --- | --- | --- | --- |
| 4.2 | GST, TAXATION & BANK ACCOUNT VERIFICATION | | ✓ |
| Your organisations GST number (if registered) | |  | |
| Under which category is your organisation exempt from Income Tax | | Our organisation is a Registered Charity; or |  |
| Our organisation has been granted Income Tax exemption status from IRD and a copy of the letter is attached; or |  |
| Our organisation is not exempt from Income Tax |  |
| Bank Account Verification: please attach a copy of a bank statement or deposit slip in the name of the applicant organisation | | | |

1. **About Your Organisation**

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| --- | --- |
| 5.1 | PURPOSE OF YOUR ORGANISATION |
| Tell us about the objectives and purpose of your organisation and what you do. What are your current activities, services or programmes? What need in the community are you addressing? Who do you collaborate with to achieve your purpose? | |
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| 5.2 | MANAGEMENT OF YOUR ORGANISATION |  |  | 🗸 | | |
| Is your organisation part of, affiliated to, or managed by any other organisation/ authority? If yes, please provide details | | Yes |  | | No |  |
|  | | | | | | |



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| --- | --- | --- | --- |
| 5.3 | YOUR TEAM | | |
| How many people work for your organisation? | | Paid (Full Time Equivalent) |  |
| Voluntary (actual number) |  |
| What is the membership/roll/client numbers for your organisation? | |  | |

1. **Application Details**

|  |  |
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| 6.1 | WHICH FUND ARE YOU APPLYING TO? |
| Tick the fund you would like to apply to. Information on each fund can be found on the Information Sheet at the back of this form. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Iconic Projects Fund |  |  | Community Events Fund |  |
| Community Facilities Fund |  |  | Community Development Fund |  |

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| --- | --- |
| 6.2 | DESCRIPTION OF WHAT FUNDING WILL BE DIRECTED TOWARDS |
| Please give a full description of your project, programme, activity, event or operations for which TECT funding is sought. Include details of project history (if any). How will the community benefit from TECT funding? How will this meet a significant community need? What outcomes are you seeking to achieve? Attach recent letters of support. | |
|  | |

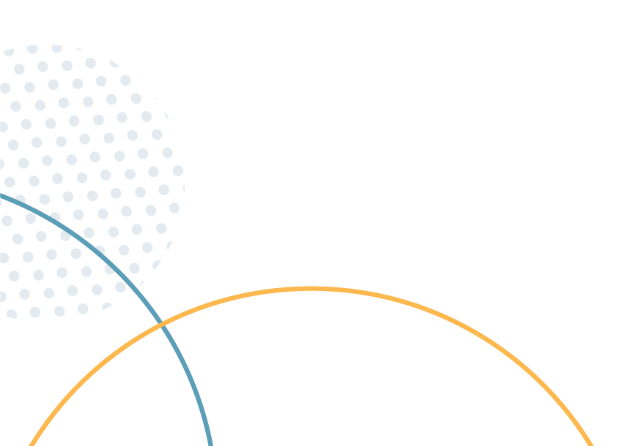
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| 6.3 | FEASIBILITY STUDIES, SURVEYS, COMMUNITY ENGAGEMENT |  |
| Please provide details and attach copies of recent research/surveys undertaken to support your application. What is the level of community support for your activity? Which other community organisations you will work with? | | |
|  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 6.4 | MANAGEMENT OF ACTIVITY/PROJECT | | | | | | ✓ |
| Have you obtained all necessary consents and permits for the Project? | | Yes |  | No |  | N/A |  |
| Have you obtained Public Liability Insurance for the Project? | | Yes |  | No |  | N/A |  |
| Who will be responsible for managing the activity/project to ensure its completion? | | | | | | | |
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| 6.5 | EVALUATING YOUR SUCCESS |  |
| How will you measure the success of your activity in terms of benefit to your organisation and to the community?  Who will be responsible for this evaluation? | | |
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1. **Community Facilities**(Complete this section only if you are applying for a Community Facilities Grant)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 7.1 | COMMUNITY BENEFIT | | | | |  |
| List of organisations/individuals committed to using the facility, & potential users who will benefit from the facility | | | | | | |
| Name of Organisation/ Individual | | Type of Activity  (note frequency: week/month/year etc) | Number of Users | Committed  User ✓ | Potential  User ✓ | |
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| 7.2 | OWNERSHIP, MAINTENANCE & MANAGEMENT |  |
| Who will own, maintain and manage the facility? | | |
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1. **Equipment Purchases** (Complete this section, only if you are applying for equipment under the Community Development Fund. TECT will generally only grant funding up to 50% of the total cost)

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| --- | --- | --- |
| 8.1 | OWNERSHIP, MAINTENANCE & SECURITY |  |
| Who will own the equipment and what arrangements are there for security and ongoing maintenance? | | |
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1. **Funding** (If GST registered use GST exclusive figures, otherwise use GST inclusive figures)

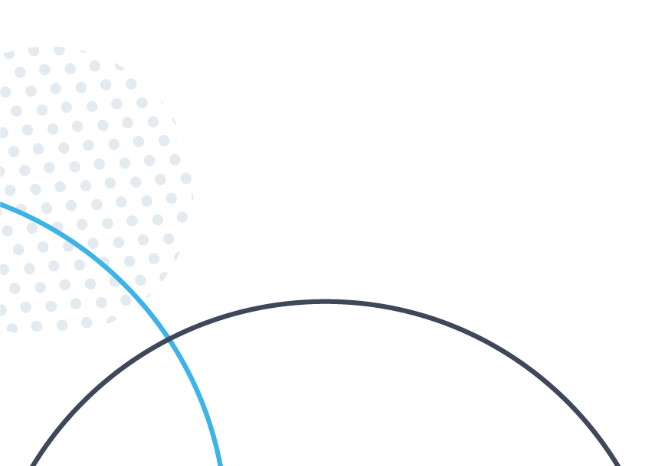
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| --- | --- | --- | --- | --- |
| 9.1 | | FUNDING REQUESTED | | Excl GST |
| (a) | How much money is your organisation requesting from TECT? | | | $ |
| (b) | How much money has your organisation set aside or already raised for this? | | | $ |
| (c) | If TECT funding is successful, how much more does your organisation need to raise to complete this activity/project or meet your operating budget? | | | $ |
| (d) Total cost of proposed project/operating budget (please add a+b+c together) | | | | $ |
| If approved TECT funding, when do you require the funds? | | |  | |

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| --- | --- | --- | --- |
| 9.2 | FUNDS SET ASIDE | | |
| Where did the money in 9.1(b) come from? | | | |
| Source of Funds | | Amount | Comment |
| Contracts | | $ |  |
| User fees/subscriptions | | $ |  |
| Funds on hand | | $ |  |
| Fundraising | | $ |  |
| Donated materials / donations in-kind | | $ |  |
| Sponsorship (specify source) | | $ |  |
| Grants (specify source) | | $ |  |
| Other (specify) | | $ |  |
| Total of your Contribution [equal to total of 9.1(b)] | | $ |  |

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| 9.3 | BALANCE OF FUNDS |
| How does your organisation intend to raise the balance of the funds required? [per question (9.1(c)] | |
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| 9.4 | OTHER FUNDING SOURCES | | |
| List other organisations you have applied to for funding for this activity/project. | | | |
| Funder Description | | $ Applied For | Decision Date |
|  | | $ |  |
|  | | $ |  |
|  | | $ |  |
|  | | $ |  |
|  | | $ |  |
| TOTALS | | $ |  |

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| 9.5 | BUDGET | | |  |
| **All Applications:** Please provide details of your organisation’s indicative operating budget for the activity/project. If you are GST registered please use GST exclusive figures, otherwise use GST inclusive figures.  **Community Events:** please also attach a copy of the final budget showing comparative income & expenditure from last event (if applicable)  **Operating Costs:** please provide operating budget for current financial year below; and attach a copy of operating budget for next financial year if it starts within the next three months.  **Equipment Purchases:** please list items to be purchased below and attach relevant quotes.  Please provide actual or quoted costs with this application. | | | | |
| Proposed Budget Expenditure | | Amount  (GST excl) | Comment | |
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|  | | $ |  | |
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|  | | $ |  | |
|  | | $ |  | |
|  | | $ |  | |
| Total Operating Budget (equal to total cost of 9.1) | | $ |  | |



1. **Recognition for TECT**

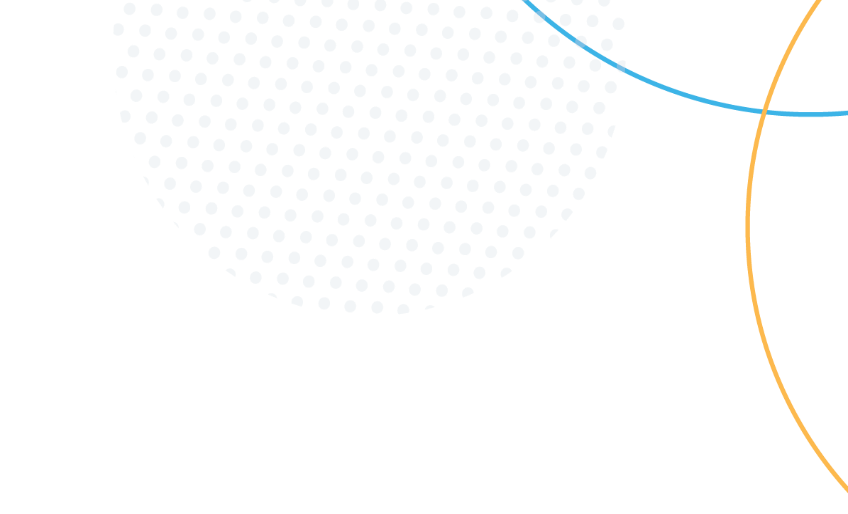
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| --- | --- | --- | --- | --- | --- |
| 10.1 | AWARENESS OF PROJECT | | | |  |
| Please provide details on how TECT beneficiaries will know that TECT is supporting your work. | | | | | |
| Tick and comment if applicable | | | ✓ | Comment | |
| Recognised as: | | Principal Core Funder |  |  | |
| Major Sponsor |  |  | |
| Other Supporter Status |  |  | |
| Naming Rights | | |  |  | |
| Sponsor/supporter lists and boards | | |  |  | |
| Programme Brochures | | |  |  | |
| Advertising and Media Releases | | |  |  | |
| Signage | | |  |  | |
| Posters and Flyers | | |  |  | |
| Website (with direct link to TECT’s website) | | |  |  | |
| Other (please detail) | | |  |  | |

**Applicants Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CERTIFICATION BY TWO AUTHORISED PERSONS OF YOUR ORGANISATION | | | |  |
| By signing below we agree to the following terms:   1. This application has the formal approval of our Board/Committee/Authority; and | | | | |
| 1. We certify that the information provided in this application, is to the best of our knowledge, true and correct in every respect; and | | | | |
| 1. That further information provided by us during the course of assessment of this application will be true and correct; and | | | | |
| 1. We acknowledge that any decision made by TECT is final. We accept that no reasons for such decisions will be given, nor will any correspondence be entered into; and | | | | |
| 1. That if this application is successful, the funds awarded will be applied to the purpose as stated in this application and not applied to any other purpose without the express permission of the Trust having first been obtained; and | | | | |
| 1. That documentary evidence in the form of invoices/receipts of the expenditure will be provided to TECT prior to the release of funds by TECT; and | | | | |
| 1. Claims for staff salaries and wages may require the production of employment agreements and PAYE schedules; and 2. Funding will not be granted for projects where spending has already been incurred; and 3. That TECT may publish the name of our organisation, a description of our project, the amount of the funds awarded and any photographic images. 4. That TECT may disclose the applicants information to any third party it chooses for the purpose of verifying the accuracy of the information in the application, and evaluation and decision making concerning the application. | | | | |
| 1. Privacy Act 1993: We acknowledge that the information supplied in this application may be made available to other parties in the course of enquiries regarding applications. Personal information collected will be held by the Trust for the purpose of assessing applications to TECT. | | | | |
| Name (print) |  | Name (print) |  | |
| Signature |  | Signature |  | |
| Position |  | Position |  | |

**Checklist**

|  |  |  |
| --- | --- | --- |
| CHECKLIST OF DOCUMENTS TO ATTACH TO APPLICATION | |  |
| An incomplete application form or missing documentation may delay or prejudice consideration of your application. Have you: | | |
| Completed all questions in the Application Form? | | |
| Q4.1 | Attached a copy of your most recent Financial Statements including Auditor or Reviewers report? | |
| Q4.2 | Attached Income Tax Exemption Letter (not Resident Withholding Tax or GST exemption) | |
| Q4.2 | Attached Bank Statement or Deposit slip in name of applicant organisation | |
| Q6.2 | Attached letters in support of your project? | |
| Q6.3 | Attached feasibility studies/summary of community surveys (if applicable)? | |
| Q9.5 | Attached a copy of your operating budgets? | |
| Q9.5 | Attached copies of written estimates/quotes? | |
| Q11.1 | Signed the Application Form? | |

**Application Guide**

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| --- |
| IMPORTANT: Please read this Application Guide carefully prior to completing the Application Form. It will help you decide whether your organisation is eligible for TECT funding and which funding scheme to apply to. Submitting an incomplete application or failing to meet the criteria listed may result in the application being declined. |

**ABOUT TECT**

TECT was formed in 1993 and is now one of New Zealand’s largest trusts. TECT’s income and capital is used to provide benefits to beneficiaries during the term of the trust. Beneficiaries are Trustpower power account holders essentially in the Tauranga City and Western BOP district.

**ABOUT THE FUNDS (see our website for further details)**

TECT funding schemes are:

**Iconic Projects:** significant regional facilities that deliver inter-generational benefit and wide impact. E.g. TECT Arena, Baywave.

**Catalyst for Change:** multi-year programmes that address the big social issues in our region.

**Community Facilities:** build of a new facility, or purchase/upgrade of an existing facility. Includes buildings, playgrounds, field lighting, Sports grounds. Smaller applications may be accepted out of main funding rounds, please contact our office.

**Community Development:** programmes, operating costs, vehicle expenses, equipment purchases, environmental sustainability projects and technology purchases for Schools (separate policy applies, please contact our office)

**Community Events:** public events held by community groups.

**ARE YOU ELIGIBLE TO APPLY?**

Your organisation must be a Public Benefit entity (Charitable Trust/Incorporated Society/Amateur Sports Organisation/School), be situated generally in the Tauranga or Western BOP district and be able to demonstrate a benefit to TECT beneficiaries. Organisations cannot re-apply within 12 months of an approved application, regardless of which fund they are apply under. TECT will not grant funding where spending has already been incurred.

**FUNDING ROUNDS**

The cut off dates are:

**Iconic Projects:** invite only application **Community Facilities:** 1st April, 1st September

**Catalyst for Change:** invite only application **Community Events:** 1st of every month

**Community Development**: 1st of every month

Applications will be considered by Trustees at their meeting the month following the cutoff date.

**Applications should be submitted at least 3 months before the date the organisation requires a decision.**

**YOUR RESPONSIBILITIES**

You must use approved TECT funding for the purpose it was given and meet any conditions trustees decide on. Funds are generally non-transferable to other events/projects.

TECT reserves the right to terminate any funding where it considers the terms of the Funding Agreement have been seriously  
breached. In this event, part or all of the funds may have to be repaid to TECT.

You must provide us with all information requested in the Application Form and on the Checklist.

**GST & TAXATION**

Organisations who are GST registered will receive payment based on GST exclusive amounts, otherwise GST inclusive amounts will be paid.

**THE APPLICATION PROCESS**

Applications are processed as received and you can generally expect a response within 7 weeks from the cut-off date. If your application is incomplete we will contact you for further information. To make sure your application is not held up, follow the checklist to ensure all necessary documents are included in your application.

As part of the assessment process, one of our team may visit you to discuss your application in more detail. Applications are assessed on individual merits and the final number of successful applications are determined by the funds available.

Successful applicants will receive a formal Funding Offer and Agreement outlining the conditions of funding. Payment will be made once the conditions within the agreement are met. Organisations generally have 12 months to uplift the approved funding.

**SUBMIT YOUR APPLICATION**

Applications need to be sent electronically. Please type directly into the application form and email it along with scanned copies of the signature page of the application form, and any supporting documents to [info@tect.org.nz](mailto:info@tect.org.nz)

If you have any queries about your application call us on 07-578-5094 or email us at [info@tect.org.nz](mailto:info@tect.org.nz). Incomplete or late applications will be considered at the next close-off date for that Fund.