

GRANT APPLICATION FORM

THE HARCOURTS FOUNDATION

OUR VISION **WHAT WE WANT TO ACHIEVE**

Being positive caring members of our communities is an important part of who we are. The Harcourts Foundation enables us to better support our team in the way they wish to support their communities.

OUR CURRENT FOCUS

We have a clear focus on providing grants to reputable community-based organisations which need funding for projects and initiatives designed to benefit as many people as possible. We will prioritise applications that demonstrate that their grant will have the widest community impact.

PRIMARY OBJECTIVES

- a. The advancement of social and community welfare in New Zealand
- b. The relief of poverty in New Zealand
- c. The care, support and protection of the aged, children, and young people and people with disability in New Zealand
- d. The promotion of community development to enhance social and economic participation in New Zealand
- e. The promotion and fostering of art and culture in New Zealand
- f. The promotion of education in New Zealand including the establishment and support of schools, universities and other educational establishments
- g. The provision of facilities for the education of pupils of schools, universities or other education establishments

GUIDELINES

- Grant applications must be for a specific event, project, item, or initiative.
- Requests for the event, project, item or initiative must be scheduled to occur within four months of receiving the grant.
- Grants will not be given for items already purchased or events/initiatives/projects already held.
- If the grant is not used for the purpose for which it was applied, the funds **MUST** be returned so we can provide the grant to another group elsewhere.
- If you are a branch of an organisation or charity where another branch has been successful in achieving a grant from us in the past:
 - this does not mean you automatically qualify for a grant; and
 - each application will be considered independently based on funds available and circumstances at the time.
- Please ensure you provide as much information as possible which supports your request and how you intend to use the grant.

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TERMS

By submitting this application, you warrant that;

- a. all the requested and attached information supplied in the Grant Application Form is true and correct and you acknowledge that such information will be used for the purposes of assessing your application for funding from The Harcourts Foundation;
- b. and you have read, understood and accepted the guidelines above.

REQUIRED INFORMATION

All grant applicants MUST;

- Complete ALL details in the Grant Application Form, including organisation or charity number.
- Attach a copy of the Certificate of Incorporation
- Include copies of ALL supporting documents including quotes.

Any incomplete Application Forms will NOT be considered.

PLEASE DO NOT APPLY IF:

- Your grant application request is for any of the following:
 - Individual needs – such as salaries and wages. Our focus is on supporting as many people as possible within our communities.
 - Administrative or operational costs.
 - Overseas or other travel costs.
 - Religious, political, or lobby causes or activities.
- The purpose for which the funds are sought don't fit into the Foundation's objectives.

GRANT APPLICATION ROUNDS

All applications are to be for projects or initiatives that are scheduled to occur after the end of the round. Application rounds each year are below, all applications received after the end date will be considered in the following round.

- 11th January 2017
- 10th April 2017
- 3rd July 2017
- 2nd October 2017



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PART 1 THE APPLICANT GROUP

Name of group:

Postal address:

Telephone number:

Website:

Organisation number:

Organisation's suburb and city:

PROJECT CONTACT PERSON'S DETAILS:

Name:

Position:

Telephone number:

Email address:

PART 2 LEGAL REQUIREMENTS

Please indicate whether you have been endorsed as a:

- Charitable trust (Charities Commission) YES: NO: CC NUMBER:
- Registered donee (IRD) YES: NO: If 'YES' please attach copy of IRD letter.

PART 3 YOUR ORGANISATION'S FUNDING (for last financial year or previous 12 months)

Government AMOUNT:

Private AMOUNT:

Real estate company AMOUNT:

Membership/subscription AMOUNT:

Donations AMOUNT:

Fundraising AMOUNT:

Grants AMOUNT:

Other AMOUNT:

.....
TOTAL AMOUNT:



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PART 4 PROJECT ACTIVITY INFORMATION

Please describe your organisation's purpose, including short (during grant period) and long term goals:

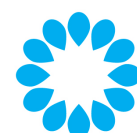
Full description of the overall project and how the grant will be used:

Total budget for the project:

Amount (\$) being requested (quotes must be attached):

Describe the people and size of the group which will benefit from this Grant.

What is the expected time frame of the project? Are there any foreseeable risks?



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PART 5 DECLARATION

It is the wish of The Harcourts Foundation with respect to the Harcourts offices and people who generously contribute to it that maximum use is made of the funds available.

Please help us achieve this wish, through agreeing to the following:

In the event that you are successful in your application, you warrant;

1. any grant provided by The Harcourts Foundation will ONLY be used for the intended purpose stated in your Application Form at paragraph 15, and you will provide relevant receipts, records etc. as evidence within three working days of our request;
2. to use the grant within four months of receipt of such funds from us;
3. should you fail to either use the funds for the intended purpose or within the four-month period, you will return such funds immediately, without set off or deduction to The Harcourts Foundation;
4. any unused portion of the grant must be returned along with copies of all receipts showing the final cost. The unused portion of the grant is not to be used for other purposes;
5. you shall provide a report to The Harcourts Foundation within four months of the grant being awarded and further acknowledge and agree that the report will be used by The Harcourts Foundation for promotional purposes;
6. you will be available to assist with any further enquiries including any photo or social media opportunities that may arise relating to your successful application;

Signed:

Position:

Date:

PART 6 APPLY

Return this completed form via one of the following methods:

POST:

Harcourts Foundation
PO Box 99 549
Auckland 1149

EMAIL:

newzealand@harcourtsfoundation.org

