



AUCKLAND AIRPORT  
COMMUNITY  
TRUST

## Application for Funding

### Section One: Information about your organisation

\_\_\_\_\_  
Registered or full name of organisation applying for funding

\_\_\_\_\_  
Mailing address of organisation

\_\_\_\_\_  
Physical address of organisation

\_\_\_\_\_  
Name of contact person

Phone numbers and email address for contact person

Office \_\_\_\_\_ mobile \_\_\_\_\_

email \_\_\_\_\_

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### Section Two: Information to send in with your Application for Funding

Please send the following documents or information in the same envelope as your completed Application Form.

- |   |               |
|---|---------------|
| 1. Annual Accounts  | Required      |
| Or  |               |
| 2. Audited Accounts   | Preferred     |
| 3. Copy of all current bank statements                      | Required      |
| 4. Trustee/Committee resolution supporting this application | Required      |
| 5. Deposit slip from organisation's bank account            | Required      |
| 6. Supplier quotes  | If applicable |

Please ensure you have signed the declaration in Section Four and mail to

**Auckland Airport Community Trust**  
**PO Box 59-023 Mangere Bridge Manukau City**

### Section Three: Governance information

	Name	Work phone	Home phone
Chairperson			
Trustees or Committee Members			
Auditor			

### Section Four: Tax information

Is your organisation registered for GST? Please supply your GST number.

Has your organisation received Inland Revenue Department approval as a charitable organisation under section 61(25) of the Income Tax Act? **(If yes, please attach IRD correspondence.)**

Registration with the Charities Commission:  
Registration Number \_\_\_\_\_

## Section Five: Information about your project/programme.

Project/Programme Title \_\_\_\_\_

Describe your project/programme:

What literacy outcomes/life skills does your project/programme aim to achieve?

Who does your project target as beneficiaries of the project/programme?

How will the funding be used?

Who will oversee the project/programme and how will it be assessed?

What continuity of benefit will result from the project/programme as a result of the funding?

How will you know if your project is successful? (i.e. describe the measurement systems your organisation will be using to evaluate the project. Who will be managing these systems? Will there be any form of external audit of the project's outcomes?)

How long will the programme run for or how long will your project take? (Include details of any different stages or phases for your project and what measurement criteria will be used to move to each new stage).

Describe any partnering arrangements you will be entering into to deliver this project/programme and/or ensure its success:



## Section Seven: Sign the Application for Funding

**Please sign this Application for Funding to confirm that you are authorised to apply for funding for the project described in the application form.**

In submitting this application I confirm that I am authorised to apply for funding on behalf of \_\_\_\_\_

*(name of organisation)*

for the project/programme \_\_\_\_\_  
*(name of project/programme).*

I confirm that the information in this application form about our organisation and the project/programme to which the funds will be applied is true and correct.

I acknowledge that the Auckland Airport Community Trust may seek additional information from our organisation in order to assess our application and confirm that we will supply this information in an accurate and timely manner.

We acknowledge that the decision of the Auckland Airport Community Trust to award grants is final, that no reasons for a decision will be given and that no correspondence will be entered into.

We acknowledge that if our application is successful we will be required to sign a declaration

- committing the funds to this project/programme
- committing to the repayment of any funds not used for the project/programme back to the Auckland Airport Community Trust
- agreeing to provide a Funding Accountability Report within a negotiated timeframe
- agreeing to participate in any future research or evaluation that Auckland Airport Community Trust might undertake

**Name** \_\_\_\_\_

**Role in organisation** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Section Eight: Privacy information

Please note:

- ⇒ Any personal information about individuals you provide in this application will be used only to assist with the administration and assessment of your application.
- ⇒ The information you provide is restricted to the Auckland Airport Community Trust Trustees, other parties that may need to be consulted, officers of, and people contracted to act on behalf of the Auckland Airport Community Trust.
- ⇒ Names of organisations receiving funding from the Auckland Airport Community Trust will appear in the Trust's Annual Report and may appear in publicity material. You are entitled to access the information and amend it if required.
- ⇒ If your organisation/project is invited to take part in future research or evaluation, every effort will be made to protect the privacy of individuals who have benefitted from projects/programmes funded by the Auckland Airport Community Trust.