

**Micro-funding grant**

**APPLICATION FORM**

1. **CONTACT DETAILS FOR YOUR APPLICATION**

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| * 1. **Name of Organisation:** |  | |
| * 1. **Contact Person:** |  | |
| * 1. **Position:** |  | |
| * 1. **Phone:** |  | |
| * 1. **Email:** |  | |
| * 1. **Postal Address:** |  | |
| * 1. **Where did you hear about the Auckland Airport Community Trust’s funding?** | Have applied for funding from AACT before |  |
| Auckland Airport Community Trust website |  |
| Newsletter |  |
| Local newspaper |  |
| Community noticeboard |  |
| Word of mouth |  |
| Social media |  |
| Online search |  |
| Other (please specify) |  |

1. **YOUR ORGANISATION’S DETAILS**

|  |  |  |
| --- | --- | --- |
| * 1. **Organisation’s Legal Status:** | |  |
| * 1. **Charities Commission No.** (if applicable) | |  |
| * 1. **GST No.** (if applicable) | |  |
| * 1. **Briefly describe your organisation’s mission/vision. If you are not a registered charity please describe your organisation’s charitable purpose** | | |
|  | | |
| * 1. **Number of paid staff** | * 1. **Number of volunteers** | |
|  |  | |
| * 1. **In general, where does your organisation get funding from?** | | |
|  | | |

1. **WHAT ARE YOU APPLYING FOR?**

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| --- |
| * 1. **Project/programme name** |
|  |
| * 1. **Briefly describe your project/programme and how it aligns with AACT funding priorities** |
|  |
| * 1. **What evidence is there that this project/programme is needed?** |
|  |

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| --- | --- | --- |
| * 1. **What difference do you intend to make through this project/programme?** | | |
| **Your key project activities** | **Who will this help?**  *(& how many)* | **Intended outcomes**  *(what will change for the people that we reach)* |
|  |  |  |

1. **COLLABORATION/PARTNERSHIPS/SHARED RESOURCES**

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| * 1. **Do you intend to work with other groups or organisations on this project? If yes, please explain how this will benefit the project.** |
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1. **FINANCES**

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| --- | --- | --- |
| * 1. **Funding request from AACT** (please include GST **only** if your organisation is not GST registered)   **Please note – AACT micro-grants are to a maximum of $2,500.00** | | |
| **$** | | |
| * 1. **Budget** (please include GST **only** if your organisation is not GST registered) | | |
| **Expenses** | **Cost $** | **AACT Request $** |
|  |  |  |
| * 1. **Please detail other secured or applied for project income** | | |
| **Funder** | **Expenses applied for/funded** | **Amount secured/applied for $** |
|  |  |  |

1. **SUPPORTING DOCUMENTS CHECKLIST**

**Please complete the following checklist before submitting your application:**

|  |  |  |
| --- | --- | --- |
| **We have:** | **Yes** | **No** |
| Sent the completed application form to Auckland Airport Community Trust  **Via e-mail:** [airporttrust@gmail.com](mailto:airporttrust@gmail.com)  **To arrive no later than 5pm on the last day of the month** |  |  |
| Copy of latest bank statement |  |  |
| Signed the authorisation below |  |  |
| Supplied letters of support *(optional)* |  |  |
| Provided supplier quotes *(if applicable)* |  |  |

1. **AUTHORISATION**

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

In submitting this application, I am authorised to apply for funding on behalf of:

|  |  |
| --- | --- |
| **Organisation:** |  |

For the support of:

|  |  |
| --- | --- |
| **Project/Programme:** |  |

I confirm that the information in the Application Form about our organisation and the project that the funds will be applied to is true and correct.

I understand that:

* Any personal information about individuals provided in this application will be used only to assist with the administration and assessment of your application.
* The information provided 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 correct it.

We acknowledge that the Auckland Airport Community Trust may seek additional information from our organisation in order to assess our application and we 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 funds only to this project,
* Committing to the repayment of any funds not used for the project back to the Auckland Airport Community Trust
* Agreeing to provide evidence of expenditure of the grant

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| --- | --- |
| **Name:** |  |
| **Role in organisation:** |  |
| **Signature:** |  |
| **Date:** |  |