

TECT Community Facilities Fund Application

Form Preview

Eligibility

* indicates a required field

Programme

This field is read only.

Applicants: please note

Before completing this application form, we recommend you read the [fund eligibility](#) (see fund name above).

Incomplete and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, understand if you are eligible for a grant from TECT. Please complete these questions before any others to ensure you apply to the correct fund.

If you have any questions please contact the grants team on **07 578 5094 during business hours or email info@tect.co.nz**

If you need to contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Confirmation of Eligibility

On behalf of the applicant organisation, I confirm that...

- I have read and understand the fund guidelines; and

The organisation:

- is able to demonstrate alignment between their project and the aims of this fund
- is a not-for-profit organisation (includes educational institutions such as schools and kindergartens)
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- will allocate funding to activities that occur in or benefit those in TECT's region.
- are able to demonstrate financial viability
- have not received funding from TECT in the past 12 months and: **This not an application for**
- Individuals, with the exception of any TECT funded scholarship schemes

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- High performance or elite sports or arts activities. Kapa Haka events are not subject to this exclusion.
- Seeding investments for businesses
- Advocacy, lobbying, or campaigns where this is the primary purpose of the organisation
- Political organisations, residents associations or lobby groups
- Projects where local or central government would be the natural source of funding
- Commercial organisations or commercial events
- Informal groups
- Sponsorships
- Business case or feasibility studies for any projects
- Equipment and IT infrastructure where there is no community benefit
- Maintenance of facilities and equipment
- Repayment of debt
- Third party funding, where the funds will be passed on to another organisation
- Sports uniforms or uniforms in general.
- Travel but may make an exception for travel to events of national/international significance.
- International travel
- overseas aid
- Core business of Councils and Council Controlled Organisations
- Core education & health provision
- Funders or fundraising events/activities or building endowments (i.e. to build capital bases).
- Retrospective funding applications (As at the date the funding round closes)
- Social business initiatives that create direct competition with other businesses.
- Projects that support the spiritual activity of religious organisations
- Fund research except where the cost may legitimately be part of a project or programme evaluation.

Please select below: *

☐ Yes

☐ No

Organisation details

** indicates a required field*

ORGANISATION DETAILS

Organisation name *

Organisation Name

Legal entity name

Organisation address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation website

Must be a URL.

ORGANISATION CONTACT DETAILS

Contact name *

First Name

Last Name

Contact position *

Contact phone number *

Must be a New Zealand phone number.

Email *

Must be an email address.

About Your Organisation

* indicates a required field

ABOUT YOUR ORGANISATION

Describe your organisation's purpose and tell us about the types of services, programmes or activities you provide *

Word count:

Must be no more than 300 words.

PEOPLE INVOLVED IN YOUR ORGANISATION

Number of paid staff *

Must be a number.

Full time / Part time (1 FTE = 40 hours)

Total number of volunteers *

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Must be a number.
This includes your committee or board members.

ORGANISATION LEGAL STRUCTURE

Please specify your legal status *

- ☐ Registered Charity
- ☐ Incorporated Society
- ☐ Company - with a charitable purpose
- ☐ School
- ☐ Other

No more than 1 choice may be selected.

When was your organisation established?

Names your organisation has operated under

NEW ZEALAND CHARITIES SERVICES INFORMATION

If your organisation is a Registered Charity, please enter your details below. If you do have a CC number, please make sure your details in the application match those held by Charities Services.

NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

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INCORPORATED SOCIETY INFORMATION

If you are not a registered charity or an Incorporated Society that is a charity, please enter your Incorporated Society number.

Incorporated Society number

Correct format for Companies Office Number is 123456

Do you have tax exemption?

☐ Yes ☐ No

Please upload tax exemption letter

Attach a file:

ORGANISATION FINANCIAL DETAILS

Please attach most recent annual financial statements *

Attach a file:

Please attach your most recent annual financial statements including your Statement of Service Performance and Auditors report (where applicable)

Are these less than six months old? *

☐ Yes ☐ No

Please attach a financial year-to-date balance sheet and profit and loss statement (showing income and expenditure)

Attach a file:

ORGANISATION IRD INFORMATION

Is your organisation registered for GST? *

☐ Yes ☐ No

GST NUMBER

Please advise of GST number *

Example 123-456-789

ORGANISATION BANK ACCOUNT DETAILS

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*

Account Name

Account Number

Example 00-0000-000000-00

Please upload bank account confirmation *

Attach a file:

Must show organisation name, bank name and account number.

Community Facility Project Details

* indicates a required field

COMMUNITY FACILITY - (Project details)

Name of project

What will the grant be used for? *

Word count:

Must be no more than 300 words.

Tell us about the project, the need and who will benefit.

Describe the experience your organisation has to effectively deliver the project? *

Word count:

Must be no more than 200 words.

Has a feasibility study been completed?

☐ Yes

☐ No

FEASIBILITY STUDY

Please upload feasibility study

Attach a file:

Have you applied for resource and/or building consent? When do you expect these to be issued? *

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Word count:
Must be no more than 200 words.

Who will own and maintain the facility on completion? *

Word count:
Must be no more than 200 words.

How will you cover ongoing maintenance costs? *

Word count:
Must be no more than 200 words.

Who will manage building operations and overheads? *

Word count:
Must be no more than 200 words.

How will you know the facility is meeting long term objectives? *

Word count:
Must be no more than 200 words.

COMMUNITY FACILITY - (Community benefit)

Tell us about the current and potential users of the facility.

Name of organisation / individual	Type of activity	Frequency	No. of users	Current or potential
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		Weekly / Monthly / Annually		
				☐ Current ☐ Potential
				☐ Current ☐ Potential
				☐ Current ☐ Potential

COMMUNITY FACILITY (Financial details and budget)

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In this section tell us about the cost of your project, and how much you are applying to TECT for:

The budget you provide must include **all confirmed and anticipated income** and **expenditure (supported by quotes)**.

Amount requested from TECT *

\$

Must be a dollar amount.

Funds confirmed/raised to date *

\$

Must be a dollar amount.

Funds yet to raise *

\$

Must be a dollar amount.

Total project budget *

\$

Must be a dollar amount.

% of total

BUDGET

Attach your project budget. The budget must include confirmed and anticipated income and expenditure (supported by quotes).

Please use this [budget template](#), if you don't have your own.

*

Attach a file:

Please use excel budget template.

Is this a new build *

☐ Yes

☐ No

Please upload draft operating budget for when the facility is built and open

Attach a file:

Please outline your overall fundraising plan, noting key timelines for receiving confirmation of grant applications

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Word count:

Must be no more than 300 words.

Supporting Documents and Feedback

SUPPORTING DOCUMENTS

Attach any other information, e.g. letters of support, drawings/plans, lease agreements or other documents.

Also, please note that depending on the type of project (i.e. capital projects, etc), we may require some additional information such as resource/building consents, feasibility study, confirmation of land ownership, etc.

Attach a file:

Attach a file:

FEEDBACK

The time required to prepare and complete the application was reasonable

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

The application process is very straightforward

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

Please provide us with your suggestions about any improvements we could make to our application process

Declaration

* indicates a required field

1. This application has the formal approval of our Board/Committee/Authority; and
2. I certify that the information provided in this application, is to the best of our knowledge, true and correct in every respect; and

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3. That further information provided by us during the course of assessment of this application will be true and correct; and
4. I 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
5. 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
6. 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
7. Claims for staff salaries and wages may require the production of employment agreements and PAYE schedules; and
8. Funding will not be granted for projects where spending has already been incurred; and
9. That TECT may publish the name of our organisation, a description of our project, the amount of the funds awarded and any photographic images.
10. 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.
11. Privacy Act 2020: 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.

Authorised person's name *

First Name

Last Name

Must have financial authority

Position in organisation *

EG: CEO / Chair of the board

Authorised person's Email *

Date of declaration

Must be a date.

Submitting your form

There is a **'Review and Submit'** button at the bottom of the navigation box to the right of the screen.

You need to review your form before you can submit it – you won't be able to submit your form until all required questions (marked with an *) are completed.

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Once reviewed you can submit your form by clicking on '**Submit**' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone us on **07 578 5094** during business hours or email info@tect.org.nz