



GRANT APPLICATION FORM

The Boys' Brigade Northern Regional Trust (BBNRT) wishes to encourage the ongoing work of The Brigade and ICONZ in the Northern Region by making grants.

WHO CAN APPLY?

Any Boys' Brigade Company, ICONZ unit, Boys' Brigade New Zealand or any other recognised BB entity operating within New Zealand's Northern Region (Taupo north) can apply to the Trust for funding to support its work, or undertake a project.

WHAT CAN GRANTS BE USED FOR?

The following, but not limited to:

- Activities which promote the objectives of The Boys' Brigade / ICONZ
- Training members and leaders.
- Subsidising courses, camps or activities.
- Promotional activities.
- Equipment.
- Salary applications (limited to two years).

Grants cannot be used for members' uniforms, payment of membership fees, prizes, rent, buildings or overseas travel.

CONDITIONS FOR GRANTING OF FUNDS

- Grants can only be applied for by BB Companies, ICONZ Units and/or their members domiciled within the Northern Region of New Zealand (Taupo north).
- You cannot apply for things that you have already bought, or events already held.
- Applications must be for the benefit of the applicant organisation or its members only.
- Applications for operating costs for a project must include a project outline.
- Applications for wages / salary need a job description.
- The grant is to be used for the purpose/s stated in your application. We will expect receipts as proof.
- Monies not used for the purpose in your application will be required to be returned.
- If the applicant is GST registered, then apply for a grant exclusive of GST.
- We need to see your latest accounts, whether audited or not.
- Within 4 weeks of spending the money granted, you must provide a brief written report. A form will be provided.
- Grants need to be spent within 12 months of the date of approval unless written approval for an extension is obtained. If not monies will need to be returned.
- Should you fail to comply with any of the above conditions, the Trust reserves the right to seek full repayment.

CONTACT DETAILS

Name of recipient organisation (should be same as bank account name)	
Physical address of your BB Company / ICONZ unit's meeting place	
Postal address	
Postcode	
Are you (or the applicant Church) GST registered?	Yes / No
If yes, please supply GST number	

Main Contact Person		Second Contact Person	
Position within BB / ICONZ		Position within BB / ICONZ	
Day Time Phone	(0)	Day Time Phone	(0)
Mobile	(02)	Mobile	(02)
Evening Phone	(0)	Evening Phone	(0)
Fax	(0)	Fax	(0)
E-mail		E-mail	
Contact person's home address		Contact person's home address	

PROJECT

Summarise what the grant will be used for and the benefits that will result. (Up to 200 words). Submit on a separate piece of paper if need be.

Number of people who will benefit from this grant?	
Project commencement date	
Project completion date	

PROJECT COSTS AND BUDGET

(A) Project Costs List all the costs for this project	\$
(A) Total cost of the project is	A = \$
(B) Income – (how will your group contribute financially to the project)	
Sponsorship already raised	
Fees / Subscriptions	
Fundraising - achieved	
Fundraising - proposed	
Grants – received	
Grants – applied for but no answer yet	
Bank savings for this project	
Other than any of the above	
(B) Your own contribution is	B = \$

Note: To find out how much money you should apply for, subtract your own contribution (B) from the total cost of the project (A). The answer is the amount of money that you need from the BBNRT in order for your project to go ahead.

How much money are you applying for (A – B) = \$

OTHER FUNDING

Have you applied or are you currently applying to any other organisation for funding for this or any other purpose. Circle: **Yes / No**
 If Yes, please advise:

Funder	\$ applied for	Decision date	\$ granted

If

your group does not receive the full amount requested, how would your organisation make up the difference?

If you finally receive more funds than you need, you will need to return to the BBNRT the excess amount applied for.

BANK INFORMATION FOR DEPOSIT

If approved, the funds will be direct credited. Please attach original pre-printed deposit slip or a stamped and verified bank deposit slip or an original bank statement in the name of your group.

ACCOUNTABILITY

Within four weeks of spending the money granted, provide a brief written report (with photos if applicable) advising the outcome of the project. Include how your group benefited from the grant.

CHECK LIST

Have you remembered everything? Without the following information your application cannot be considered.

Tick (if applicable to your request)

- Completed Application Form.
- Copies of all quotes addressed to your organisation.
- Proof of events, programmes or itineraries.
- Original pre-printed deposit slip or a stamped and verified bank deposit slip or an original bank statement in the name of your group. **Personal bank accounts will not be credited.**
- Job description (if applying for salary costs).
- Programme outline (if applying for programme costs).
- Attach any additional information which supplements your application.
- Photocopy everything that is sent to us. (i.e. keep a copy)
- Last annual accounts, or annual accounts that have been approved by your church or governing body.
- Last audited / reviewed annual accounts. (For applications over \$10,000)
- Financial update showing current financial position at time of application.

SEND TO Please forward all the ticked items to:

The Boys' Brigade – Northern Regional Trust c/- The Boys' Brigade in New Zealand Inc.
PO Box 100983
North Shore
Auckland 0745

Or E-mail to bbnrtrust@gmail.com

E-mail applications will be accepted but must be supported by posting an original application form to the above address, along with all the necessary supporting documentation. Applications for less than \$1,000 will be considered via an e-mail consultation process amongst the Trustees. The written application and supporting documentation needs to be received before any funds are distributed.

Person who completed this application

Name		Position	
Signature		Date	