# General Grants Application Form[GUIDE] | 2023 - 2024

## Please do not fill this in and send it to us; this is for use as a guide only.

* Please check that you are eligible before preparing your application.
* Word counts/limits are not accurately represented in this document. If you are using this guide to then paste your answers into the online form – it is likely you will need to reduce the word count.

## Grant Information

1. Project Name: Click or tap here to enter text.

2. Total Cost of Project/Work/Event: Click or tap here to enter text.

3a. Amount Requested: Click or tap here to enter text.

NB: If you are requesting more than $10,000, please speak to us first. The process for larger grants takes longer.

3b. Will your organisation be accepting/managing the grant money if this application is successful?(you will need a bank account set up for this organisation)

y/n

If yes, please tell us the name of the organisation a successful grant would be paid to. This is known as the 'fiscal organisation' and will be linked to this application.Click or tap here to enter text.

4. Project Summary

Please provide a short description of your project/programme.(Approximately 150 words max.)

Click or tap here to enter text.

**Applications should meet at least one of these criteria:**

**a) Increase community self-determination**

Some ways we know an application meets this objective:

* The organisation is led by people in the communities it serves e.g. 51% or more of the staff and trustees reflect the community being represented
* The work builds upon community strength
* The work advances community aspirations

**b)** **Meet immediate community need**

Some ways we know an application meets this objective:

* The work actively improves the lives of the people in the communities it serves
* There is evidence to support community need for the work
* The work ‘balances the scales’ and supports equity between those who have enough and those who don’t

**c) Increase access and inclusion for those who experience disadvantage and exclusion**

Some ways we know an application meets this objective:

* The work increases participation for those who experience barriers to inclusion
* The work increases peoples’ sense of belonging in their communities
* The work addresses the systemic causes of disadvantage and exclusion such as racism, colonisation, ableism, homophobia, sexism, etc.

**d) Increase preservation and protection of natural spaces**

Some ways we know an application meets this objective:

* The work addresses local or regional environmental issues
* The work supports the connection between environmental wellbeing and community wellbeing'

5. Community Need and/or Aspiration

What is the community need/aspiration, and how does the work of your organisation help?(Approximately 150 words max.)

[**COMMUNITY NEED - EXAMPLE**: This community in Lower Hutt is experiencing a high rate of food poverty and our food bank provides hundreds of whanau with food so that they don’t go hungry.]

Click or tap here to enter text.

6. Priority Communities & Locations Served

Who benefits from this work?

Click or tap here to enter text.

Examples of priority communities include:

* Māori
* Pacific Peoples
* Middle Eastern, Latin American, African
* Porirua
* Lower Hutt
* Ōtaki

7. Impact: What would success look like for you?

Please also indicate numbers/reach e.g. how many people might benefit

Click or tap here to enter text.

[**IMPACT - EXAMPLE**:We plan to run three 2-hour sessions of our youth development programme every week for each school term, serving 10 students at each of the 3 schools we work in.]

8. Key Relationships

List any key community groups/organisations and how you are/will be cooperating with them as part of this work.

Click or tap here to enter text.

[**KEY RELATIONSHIPS - EXAMPLES**:- Local homeless shelter: We work with them to identify any people who could benefit from the service we're providing.- Local council: The logistics team helps us with managing the event- Local Marae: Offers space for us to hold our weekly programme]

9. Confirm you comply with regulations that are relevant to your sector e.g. Health & Safety, Vulnerable Children’s Act. Click or tap here to enter text.

10. Other Funding

Please tell us about other potential and confirmed funding you are receiving for this work. Which other organisations are you receiving funding from, and how much funding from each?

Click or tap here to enter text.

11. Is there anything else you would like us to know?

Click or tap here to enter text.

## Additional Information to Upload

12. Required Documents:

Please include the name of your organisation in the file name e.g., 'Wellington Community Trust - Bank Deposit Slip.pdf'

[ ] Recent Financial Reporting/Accounts *(*Please ensure your operating reserve is highlighted or made as clear as possible within these documents)

[ ] Project Budget *(If your organisation/programme is operating Nationally, please provide a Wellington-specific budget.)*

[ ] Bank Deposit Slip *(or official bank statement with your organisation’s name printed on it)*

[ ] **If you are applying for an event**, please attach a detailed contingency plan that covers sudden cancellation or delays, and includes a discussion about planned repurposing or returning any grants received from WCF.

[ ] Other Relevant Document *– Not required* <-- Please use this document upload if you wish to write more than can fit in the application form fields.