

## General Grants Application Form | Guide

This document provides a guide to what information you can expect to prepare for your application form. **Questions are subject to change.**

**Word counts are typically between 150-200 words.** If you want to provide more detail, there is an option to attach additional documentation.

### Grant Information:

- › **Project Name**
- › **Total Cost of Project**
- › **Amount Requested**
- › **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)**
  - **If you are using a fund holder, please tell us the name of this organisation. They will need to be registered in Fluxx so that we can link them to your application. You will also need them to sign the fundholder agreement provided.**
- › **Project Summary (short description)**
- › **Community Need and/or Aspiration**
  - **What is the community need/aspiration, and how does the work of your organisation help** *e.g. This community in Lower Hutt is experiencing a high rate of food poverty and our food bank provides whanau with food so that they don't go hungry*
- › **Priority Communities & Locations Served**
  - **Who benefits from this work?** *E.g. Māori and Pacific Peoples in Lower Hutt*
- › **Impact and Success**
  - **What would success look like for you? Please indicate numbers/reach** *e.g. We can provide food for the 150-200 people that come to us each week*
- › **Key Relationships**
  - **List any key community groups/organisations and how you are/will be cooperating with them as part of this work** *e.g. Local homeless shelter – we work with them to identify any people who could benefit from the service we're providing.*
- › **Compliance Confirmation**
  - **Confirmation of compliance with relevant sector regulations**

- › **Other Funding Sources**
  - 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?
- › Anything else you would like us to know (not required)

### **Required documents to upload:**

- › **Financial Reports:** Recent financial documents, with operating reserve clearly indicated.
- › **Project Budget:** Budget details, with a Wellington-specific focus for national projects.
- › **Bank Deposit Slip or Statement:** Official document with the organisation's name.
- › Other relevant information (not required): You can use this to attach any other documents that you feel are helpful.

### **Before you apply...**

...please ensure you meet the criteria, and if you aren't sure, please [contact us](#) to discuss your application before submitting.

### **General Grants Criteria**

- › **Serving and/or led by:**
    - Māori
    - Pacific peoples
    - Middle Eastern/Latin American/African
- and**
- › **Providing a [social service](#)**
    - Directly providing community members with basic needs, or
    - Providing help for people navigating services that enable access to those needs