



OTAGO
Community Trust

APPLICATION GUIDE



The Otago Community Trust's area covers most of the Otago region but excludes West Otago, Arrowtown and Queenstown.

WELCOME TO THE OTAGO COMMUNITY TRUST

The Otago Community Trust assists organisations to carry out charitable, cultural, philanthropic and recreational work which benefits the people of Otago. The Trust aims to support, encourage and enhance Otago through donations to the local community across the sectors of education, community activity and wellbeing, sport and recreation, art and culture, heritage and the environment. Each application is judged on its own merits and its potential value to the community.

FREQUENTLY ASKED QUESTIONS

Who can apply?

Any incorporated or unincorporated not for profit body can apply for a donation. In general this means an organisation will be:

- An incorporated society.
- A charitable trust.
- A limited liability company fully owned by either an incorporated society or a charitable trust, and operating for charitable purposes.
- A non-legal (unincorporated) entity, which may apply for a donation of up to \$1,000.
- State funded education provider.

The Trust will not make donations to:

- Individuals.
- Commercial organisations.
- Political parties or lobby groups.

What can I apply for?

Our donation focus is to assist projects, rather than supporting core organisational costs such as wages or administration.

The Trust considers donations over a range of activities under six broad categories:

1. **Education**, for example the support of early childhood education, school and tertiary projects.
2. **Community activities** for example community facilities, hobbies and clubs, special events and festivals.
3. **Community wellbeing**, for example the care of children, senior citizens, people with disabilities, health and medical services, social services and victims of abuse.
4. **Sport and Recreation**, for example active and leisure activities.
5. **Art and Culture**, for example performances, events, resources and master classes.
6. **Heritage**, for example historic preservations.
7. **Environment**, for example conservation of native flora and fauna.

What are the Trust's funding priorities?

The Trust supports projects that provide the following for the Otago community:

- services for those who may have been denied a quality of life enjoyed by the majority.
- services or amenities for the benefit or enjoyment of the public and which contribute to community well-being.

The Trust will not generally support:

- Projects which the Trustees consider to be the responsibility of local or central government.

- Core organisational costs for example overheads, salaries and wages.
- Retrospective projects.
- Refinancing debt.
- Travel to conferences or seminars.
- Reunions.
- Endowments.

What do I need to demonstrate?

Applicants must demonstrate:

- A realistic and viable project.
- A project that is meeting a genuine need in the community.
- Evidence of fundraising activities.
- A level of community support for the project, including an estimate of how many people will benefit directly.
- The capability to make the project happen.

When should I apply?

While applications will be accepted at any time the Trust should receive your application at least two months before the project start date.

Organisations can only receive one donation during the Trust's financial year which ends on 31 March. If you are unsuccessful with an application you may apply again during that year. Please note if you have not started to raise funds for your project you may be applying to the Trust too soon.

How do I apply?

Applications should always be submitted on the Trust's application form. Additional information in support of the application may be attached.

How is my application assessed?

Once received, staff at the Trust will check your application and make sure all of the required information is supplied. We often seek additional information from you by letter, phone or meeting. The information is then presented to the Trustees for a decision. You are welcome to contact us at any time to check on the progress of your project.

When will I hear from you?

We do not write to inform you we have received your application but we may contact you to discuss your application before it is presented to the Trustees. You will receive formal written notification of the Trustee's decision on your application six to eight weeks after you apply. This will outline any conditions we require you to fulfil before receiving the donation.

If I am successful when can we have the donation?

Donations are not usually paid out until the Trust is satisfied that all of the conditions have been satisfactorily completed including that the balance of funding is to hand. When received, the donation should be spent within 12 months for the purpose set out in the application, or as directed by the Trust, otherwise the donation becomes repayable. The Trust will consider any submission for an extension of time or for the funds to be spent in a manner different to that indicated in the original application.

If successful will we need to pay GST?

We believe our donations are not subject to GST. If in doubt you should seek professional advice.

Do I need to report back on progress?

You may be asked by us to complete an accountability report in relation to the donation received. These are available from our web site and will also be sent to you approximately 12 months after your donation was approved.

How do I acknowledge the Trust?

We would appreciate being acknowledged as a supporter of your project via the media, use of our logo and signage. A "How to Guide" on acknowledgments and use of our logos are available from our web site.

The Trust is required to publish all donations and will make these available in its Annual Report and through its web site. We may also highlight your project through our regular media coverage.

APPLICATION FORM

These guidelines are intended to help you complete your application form. They provide an explanation of each question. The more complete your application is, the easier it will be for the Trustees to consider your project.

If you are applying for less than \$25,000 you only need to complete questions 1 to 29.

Organisations applying for more than \$25,000 should also complete questions 30 onwards.

It is important that the information provided is legible and all questions must be answered in the spaces provided. You are welcome to attach any supplementary information.

If you are unsure whether your project is eligible for funding, ring our office to enquire.

- The number is (03) 479 0994.
- For rural areas the Trust has a toll-free number 0800 10 12 40.

1. Contact Details

Please provide the details of your organisation and the person identified as the contact for the application. It is important to be able to reach the contact person during the day in case we need further information or to arrange a visit by our staff. It is also important for us to know what position the contact person holds within the organisation.

10. Organisational Information

Please provide information about your organisation which will help us build a picture of who you are and what you do. It is important for us to know your background, membership and what your organisation aims to achieve. If you are unsure of the exact numbers and dates please provide a close estimate.

15. Bank Account Details

Donations will be direct credited to your bank account. Please make sure that an encoded bank deposit slip for the account you wish the funds to be lodged into is attached to the application form. If you do not have a bank deposit slip we need a copy of a bank verified account number.

16. Legal Status

It is necessary to clarify that your organisation's legal status and that it has appropriate arrangements in its constitution for the distribution of any surplus assets in the event of the

organisation winding up. We advise you seek professional advice if you are unsure of your legal status.

If your organisation is not a legal entity you can apply for a donation of up to \$1,000. This policy allows for very small or new groups to receive some funding. If your group is likely to keep applying for donations annually it should consider becoming a legal entity.

17. Income Tax Status

This question only relates to income tax, and not GST or other forms of tax. You may be exempt from income tax as either a charity, a promoter of an amateur game or sport, or a district improvement society. Alternatively you may have limited income tax exemption as a non-profit body.

Please note that this question relates to a tax law requirement and we must know if your organisation is exempt from income tax and if so, on what basis. We recommend you seek legal advice if you are unsure of your income tax status.

You do not automatically qualify for income tax exemption. It is necessary to register with the Charities Commission or make an application to the Inland Revenue Department (IRD). Further information about the categories of income tax exemption is available from:

Charities Commission: www.charities.govt.nz

Inland Revenue Department: www.ird.govt.nz

Incorporated Societies: www.societies.govt.nz

Remember to attach your letter from the Inland Revenue Department that confirms your organisation's income tax status, or if charitable, your Charities Commission Certificate.

19. GST

If your organisation is GST registered and therefore able to claim back its GST inputs, do not include GST in your costings.

20. Project Summary

We require a broad outline of your project, including details such as cost, size, location, how much, how many, numbers attending etc. If you want to expand the description you may also attach a separate page to your application.

21. Project Timing

It is important for us to know an approximate timetable for your project through to its completion. Please note that the Trust does not pay for projects in retrospect. The Trustees need to be advised if there are any factors that may delay the progress of your project, for example a process involving a resource consent application.

22. Project Benefits

Indicate how many people will directly benefit from your project, and what those benefits are. You may like to describe how the project relates to members of your organisation and to the general community.

23. Financial Details of the Project

This question asks about the cost of the project and how you intend to pay for it.

Funds already raised are the monies on hand for the project, including confirmed donations and funding applications.

Remember, the more you have already raised towards your project at the time of the application, the better your prospects might be for a donation from this Trust. The amount requested from this Trust would not necessarily be equal to your entire shortfall.

Please note that The Community Trust does not normally fully fund any project.

26. Raising Shortfall

Describe the methods you will use to raise any shortfall, including details of any expected income from activities directly related to the project, eg ticket sales.

28. Other Grants and Donations

Please list all of the donations and grants you have applied for AND are intending to apply for. If you receive notification of any funding after you have sent in your application please ring and let us know. Approved grants should be included in the funds already raised.

29. Reserve Funds

If your organisation has accumulated funds or reserves that are not being using for this project please explain what these funds are put aside for and why they cannot be used for this project.

Projects Requesting More than \$25,000

If you are applying for less than \$25,000 you only need to complete questions 1 to 29.

Organisations applying for more than \$25,000 should also complete questions 30 onwards.

30. Project Outcome

How will this project impact on the community or improve the circumstances of the users and/or participants. You are welcome to submit supporting material.

31. Similar Groups

List other groups that provide a similar service to yours, and demonstrate how your project is unique. It is important to reduce the replication of services that we support.

32. Community Support

To enable the Trust to understand the need for your project in the community please attach supporting letters and other relevant material, for example surveys, demographics etc. Volunteers can play an important part in your project, please give details of their involvement.

34. Permits and Consents

Let us know if you are required to obtain any consents, including resources consent for your project, and the progress you are making with this. Please note if you have not yet started the resource consent process you may be applying to the Trust too early.

35. Feasibility Study and Plan

If your organisation has undertaken a feasibility study and/or a business or strategic plan, please attach a copy.

38. Historical Significance

This section is to gauge whether your project has a historical significance. If a historic building or archaeological site is involved in the project, please include a reference to its listing with the Historic Places Trust or through the local authorities' district plans.

39. Success

This section gives you an opportunity to tell us how you will know your project has been a success. You can add information about any evaluation you have planned and how you will know your project had a positive impact on your members, community and others.

IMPORTANT NOTES

- Make sure you read and sign the applicant's declaration. It is important that this application has the approval of your controlling body and is signed by two members.
- You must provide audited financial statements where your constitution requires their financial statements to be audited. Otherwise, the Trust may consider limited reviews or in certain circumstances no audit or review. This will be decided on a case by case basis, and should be discussed with the Trust when submitting your application.
- A checklist is provided for your convenience on the application form. Please tick off the items you are including.

THE OTAGO COMMUNITY TRUST

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