

GRANT APPLICATION FORM

HARCOURTS FOUNDATION

OUR VISION **WHAT WE WANT TO ACHIEVE**

Being positive caring members of our communities is an important part of who we are. The Harcourts Foundation enables us to better support our team in the way they wish to support their communities.

OUR CURRENT FOCUS

We have a clear focus on providing grants to reputable community-based organisations which need funding for projects and initiatives designed to benefit as many people as possible. We will prioritise applications that demonstrate that their grant will have the widest community impact.

GUIDELINES

- Grant applications must be for a specific event, project, item, or initiative.
- Requests for the event, project, item or initiative must be scheduled to occur within four months of receiving the grant.
- Grants will not be given for items already purchased or events/initiatives/projects already held.
- If the Grant is not used for the purpose for which it was applied, we will request that you return it so we can provide it to another group elsewhere. We may ask for supporting documents such as quotes etc.
- If you are a branch of an organisation where another branch has been successful in achieving a Grant from us in the past, this does not mean you automatically qualify for a Grant. Each application will be considered independently based on funds available and circumstances at the time.
- If you are successful, please do not apply within the next 18 months, as we would like to assist other organisations.
- You may apply as a national or regional organisation, however your application must be for a specific community event, project, item, or initiative that fits the criteria.

PLEASE DO NOT SUBMIT FUNDING REQUESTS FOR

- Individual needs – our focus is on supporting as many people as possible within our communities.
- Overseas or other travel costs – (individuals or groups) unless a direct community benefit can be shown.
- Religious, political, lobby causes/activities.

GRANT APPLICATION ROUNDS

- All applications are to be for projects or initiatives that are scheduled to occur after the end of the round. Application rounds each year are below, all applications received after the end date will be considered in the following round.
- 31st January
- 16th May
- 31st July
- 31st October

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PART 1 THE APPLICANT GROUP

Name of group:

Postal address:

Telephone number:

Website:

Organisation's suburb and city:

PROJECT CONTACT PERSON'S DETAILS:

Name:

Position:

Telephone number:

Email address:

PART 2 LEGAL REQUIREMENTS

Please indicate whether you have been endorsed as a:

- Charitable trust (Charities Commission) **YES:** **NO:** **CC NUMBER:**
- Registered donee (IRD) **YES:** **NO:** If 'YES' please attach copy of IRD letter.

PART 3 YOUR ORGANISATION'S FUNDING (for last financial year or previous 12 months)

Government **AMOUNT:**

Private **AMOUNT:**

Real estate company **AMOUNT:**

Membership/subscription **AMOUNT:**

Donations **AMOUNT:**

Fundraising **AMOUNT:**

Grants **AMOUNT:**

Other **AMOUNT:**

.....
TOTAL **AMOUNT:**

PLEASE NOTE:

If your organisation has received any other grants (including from the Harcourts Foundation) for this project or another in the last 18 months please attach these details to the end of the application form.

**"TO PROVIDE SUPPORT THAT HELPS, GROWS,
AND ENRICHES OUR COMMUNITIES"**

WWW.HARCOURTSFOUNDATION.ORG

 **HARCOURTS
FOUNDATION**

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PART 4 PROJECT ACTIVITY INFORMATION

Please describe your organisation's purpose, including short (during grant period) and long term goals:

Description of project:

Total budget for the project:

Amount (\$) being requested (attach quotes if desired):

Describe the people and size of the group which will benefit from this Grant.

What is the expected time frame of the project? Are there any foreseeable risks?

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PART 5 DECLARATION

It is the wish of the Harcourts Foundation with respect to the Harcourts offices and people who generously contribute to it that maximum use is made of the funds available. Please help us achieve this wish, through agreeing to the following.

In the event that we are successful in our application, we agree:

1. Any Grant provided by the Harcourts Foundation will be used ONLY for the purpose it was given and we will provide relevant receipts, records etc. as proof.
2. To use the Grant within four months of it being awarded.
3. If it is not used for the intended purpose, or within four months, to return it.
4. If the intended initiative does not go ahead, to return the Grant.
5. Any unused portion of the Grant will also be returned along with relevant receipts showing the final cost. The unused portion is not to be used for other purposes.
6. To provide a report within four months of the Grant being awarded, noting the benefit to the community, and that the report can be used by the Foundation for promotional purposes.
7. To be available to assist with further enquiries.
8. All of the requested and attached information supplied in this form is true and correct and will be used for the purposes of assessing our application for funding from the Harcourts Foundation.
9. We have read and accepted the guidelines as listed on the Harcourts Foundation website, www.harcourtsfoundation.org.

Signed:

Position:

Date:

PART 6 APPLY

Return this completed form via one of the following methods

POST

Harcourts Foundation, PO Box 151, Wellington 6041

EMAIL

newzealand@harcourtsfoundation.org