

# Application Form for Grants \$100,000+

## Step 1 - Organisation Details

**Organisation's Full Legal Name**

\*

**Organisation's Main Contact Number**

\*

**Website**

**Postal Address**

Address Line 1 \*

Address Line 2

Suburb \*

City/Town \*

Post/Zip Code \*

**Is the organisation a registered charity?**

\*

- Yes  
 No

**Is the organisation an incorporated society?**

\*

- Yes  
 No

**If the organisation is not a Registered Charity or Incorporated Society, please provide details of what legal body it is**

**What is your organisation's vision or kaupapa?**

\*

**Provide information about the programmes and services delivered to fulfil the needs of your beneficiaries. Including any key achievements \***

**Leadership: Provide both, evidence of strong leadership within the organisation and a robust governance structure, and a profile of your Board or others with significant influence or effective control of the organisation**

For example government agencies, endowment funds or adjacent foundations.

If this information is online, please provide the website link instead. For example LinkedIn profiles. \*

## Step 2 - Goals & Strategy

### In two brief sentences, state what the funding is for

For example: Funds for a new animal shelter; Funds for a new social worker; Funds to purchase 50 new beds for vulnerable children \*

### If this application is requesting funding for a regional branch, please specify the region

### Amount requested \*

### Total cost of project or work (NZD\$) \*

### If your project is dependent on other funding, please provide further details

Amount | Funder | Approved or Pending

  
0/300

### The projected completion date of the activity (leave blank if it's ongoing):

### What will this grant enable your organisation to achieve? How is it aligned with the purpose of this grant? \*

  
0/300

### Goal: What is the aim of this activity? Clearly describe how it will achieve your organisational vision or kaupapa and how it aligns with the objective of this fund \*

  
0/200

### Need: How do you know that there is a need for this mahi/work? Please provide evidence. \*

  
0/200

**Strategy: What are the tasks that will be carried out once funding is received to deliver the desired outputs, outcomes and impact?**

State any key milestones and strategic goals.

If you already have a document to explain this, please attach this instead. \*

0/200

**Attach strategic plan if applicable**

[Select files](#)

Please select a file

**Resources: What are your organisation's capabilities and resources to make this project possible? \***

0/200

**Collaboration: Who else is working on this issue? Are there plans to work together? \***

0/200

**Sustainability: How will you ensure the sustainability of this work/mahi after the life of this grant? Please describe the sustainability of outcomes and/or sustainable funding options \***

0/200

**Evaluation: How will you evaluate the mahi/work you are carrying out? Will you require assistance with developing an evaluation framework?**

If you already have a document to explain the evaluation or theory of change, please attach this instead \*

0/200

**Attach Evaluation Plan or Theory of Change if applicable**

[Select files](#)

Please select a file

### Step 3 - Budget and Bank Info

#### Attachments:

Please attach at least one quote or a budget before continuing. Formal quotes are not necessary, you may attach screenshots of items you have found online or scans of catalogues.

You don't need to provide a quote for each item. If you only have one quote ready, you can select the same file for the budget grid in the next section.

For ongoing costs or programme costs, use the Project/Activity Cost grid. Under supplier enter your Organisation's Name, under item put in the programme you are applying for and for the supporting file please attach a programme budget. For example, Supplier - Example Trust, Item - Community Support, Supporting File - Budget 2018

\*

[Select files](#)

Please  
select a  
file

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#### Budget:

In the grids below, enter what you are seeking funds for. **We only need high level information**, please don't be too detailed.

Tick the box(es) that applies to your application.

For each item, attach the relevant document. **The same document can be attached for all project and salary items if you only have one document uploaded.**

- Project/Activity Costs**
- Salary/Wages**

Please enter the total amount of funding that this application is for to confirm the values you have entered in the above grids. (NZD \$) \*

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#### Bank Information

If successful, grants will be direct credited to the provided bank account. Please provide the following details.

**Bank Account Name: \***

**Please enter the bank account number \***

Bank account  
details:

Bank	Branch	Account	Suffix
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Confirm details:

Bank	Branch	Account	Suffix
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## Step 5 - Document Uploads

Please note ONLY PDF; JPEG and Microsoft Office (Word; Excel) files can be loaded. Depending on your internet connection and the size of your attachments, times to submit may vary.

Please allow several minutes for the form to submit.

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### Financial Accounts \*

[Select files](#)

Please select a file

### Letter of Support from Community Support

This is a letter from someone in the community who uses your service \*

[Select files](#)

Please select a file

### Letter of Support from Community Partner

This is a letter from someone who you are carrying out an activity with \*

[Select files](#)

Please select a file

### Reference - Recent Funder \*

[Select files](#)

Please select a file

### Other Supporting Documentation

[Select files](#)

Please select a file

## Step 6 - Declaration

By clicking here I confirm that I am authorised to make this application on behalf of our organisation and we agree to all the [Terms and Conditions](#).

I Agree \*

### Privacy Act 1993 Disclosure

The information supplied by you will be retained by Perpetual Guardian in terms of the Privacy Act 1993 and will be used for the purposes of assessing applications for funding. You have the right to see all personal information held about you by Perpetual Guardian. If the information held about you is inaccurate, you have the right to request correction.

Subject to any statutory or regulatory requirements, the information held will not be disclosed without your consent outside of Perpetual Guardian.

I Agree \*

**Full Name \***

**Nature of Your Authority \***

*For example as CEO or Funding Manager*