

The Gateway Gift Trust Board

The Secretary
Gateway Gift Trust Board
P O Box 7606
WELLINGTON 6242



Dear Sir/Madam

APPLICATION FOR GRANT FROM THE GATEWAY GIFT **Suggestion for a Project to be Supported by The Gateway Gift**

- Minor Grant (less than \$5,000)**
[Application Deadlines 31 Jan, 30 Apr, 31 July, 31 Oct]
- Major Grant** [Application Deadline 31 July]
- Suggested Project** [Deadlines as above]

Please note that only “officers, parishes, congregations, auxiliaries and other councils/boards of the LCNZ may lodge applications, or suggest projects, to the Gateway Gift Trust Board (GGTB).” Please see the GGTB Congregation’s Handbook for more details.

At the meeting of
on (date) it was resolved that we apply for a grant of \$.....
for(applicant name)
to assist with the following project:-

Brief Description of the Project: -
.....
.....

The Following Documents must be attached to Grant Applications:

(Otherwise the application will not be able to be considered)

- Full description of the project. Why is it necessary? Why is a grant required?
- List of the Goals and anticipated outcomes for the project. (You will be asked to report back against these objectives.)
- Quotes for the work (if applicable).
- Current financial statements of the applicant including any separate trusts. (including all bank accounts, legacies and investments)
- Any other relevant documentation.

Applications for Major Grants also need to provide the following:

- Detailed financial report for the project, including any projections.
- A timeline showing when the project will commence, its planned progression and the projected date of completion.
- A list of personnel involved with and responsible for the project.

- The timeframe for funding drawdown

Financial Summary for Minor Grants

For applications where funding is required for more than one financial year there is the requirement of the applicant to provide at the end of each financial year that a grant has been sought for detail of its then current financial position. This will enable a review to consider any changes circumstances of the applicant which warrant review of the ongoing funding by the Gateway Gift Trust Board.

It is proposed to finance the project as follows:

Total Cost of project _____

Contribution from own funds

Other Sources of finance

(List details)

Grant applied for _____

The following information needs to be provided for Suggested Projects:

- Full description of the project. Why is it necessary? Why is a grant required?
- Why the proposer believes that this is a project that should be supported by The Gateway Gift.
- Suggested amount of support.
- Contact details for the organisation and where further information can be obtained.
- Any other relevant documentation.

The grant if approved, will be required by (date) and should be forwarded to:

.....
 (Name and address of recipient)

All requested and relevant information is attached.

A written report is to be submitted to the Gateway Gift Trust Board within 3 months of completion of the project. It is acknowledged that if the grant exceeds the actual cost of the project the surplus funds will be returned to the Gateway Gift Trust Board along with the report.

Yours faithfully

..... signature Date

..... print name Position

For Office use only

The GGTB approved / did not approve the application.

Amount approved: \$.....

Reporting/Monitoring requirements.....

Surplus Funds If yes, refund received date

Other Conditions:.....

Signed for an on behalf of the Gateway Gift Trust Board

Date Approved Chairperson/Secretary.....