

Absolutely

POSITIVELY

ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL

Wellington

The Joe Aspell Trust October 2009

Organisation Name: No.

Purpose:

The Trust will distribute funds for the care, benefit, maintenance, upbringing, education, advancement of life and general welfare of young people who reside in the City of Wellington and who are socially disadvantaged.

Criteria:

1. Project makes a positive contribution to achieving the Joe Aspell Trust's stated aim to enrich the lives of socially disadvantaged young people living in Wellington City.
2. Project is Wellington based and primarily benefits the people of Wellington
3. Project is physically and financially accessible either by a wide range of persons or by the intended users.
4. Project shows evidence of community support, collaboration and building partnerships with other organisations (e.g. letters of support from other organisations/leaders).
5. Applicant is a legally constituted group or organisation, not an individual or individuals and the principal intent of the project is not for private or commercial pecuniary gain.
6. Applicant demonstrates an awareness of the Treaty of Waitangi, in particular when involving Manawhenua and Taura Here.
7. Applicant group provides evidence of (or, if a new group, systems for): sound financial management; good employment practice (where applicable); clear and detailed planning; clear performance measures; demonstrated ability to report back on past funding as appropriate

A higher priority may be given to a **project** that:

- I. benefits a large number of young people; and
- II. the local community has supported by contributing a significant proportion of the funding.

And to **organisations** that:

- I. provide services for those who lack a quality of life enjoyed by the majority;
- II. offer services for the benefit or enjoyment of the community; and
- III. promote education and learning.

Where assistance is sought for an **individual's** special needs, the young person must be committed to the project or activity that is funded and will be required to give time and services back to the community. Generally funds for individuals shall be distributed to a third party who shall ensure all obligations are met.

Projects that are **not eligible** for funding are:

- I. commercial ventures;
- II. growth of capital fund;
- III. completed or retrospective projects; and
- IV. projects that are considered to be the responsibility of other parties.

- **Only projects starting after 15 December 2009 are eligible.**
- **It is essential that you have accounted for any previous grants from this fund.**

Completed applications must be **received** by the Wellington City Council Grants Co-ordinator, PO Box 2199, Wellington, or delivered to Wellington City Council, 101 Wakefield Street, no later than:

5pm, Friday 30 October 2009

All applications will be acknowledged and applicants notified of outcomes.

**PLEASE ENSURE THAT THE FORM ON NEXT PAGE IS COMPLETED IN FULL
FAXED, EMAILED OR LATE APPLICATIONS WILL NOT BE ACCEPTED**

Organisation details:

Organisation Name: _____

Postal Address: _____

Street Address (if different from above): _____

Contact Person's Name: _____ Role: _____

Telephone No/s: _____ Email: _____

Alternate Contact Person: _____ Role: _____

Telephone No/s: _____ Email: _____

Are you registered for GST? Yes No GST number if registered: _____

Bank Account No: _____

Legal Status: Trust Inc. Society Other – specify: _____

(If you are not a legally constituted group, **attach** a letter of confirmation from an organisation that has agreed to act as an umbrella for this application.)

How long has your organisation been operating? < 1 year 1 – 5 years > 5 years **Project details: Give a one sentence summary of your project**_____

Start Date: _____ Finish Date: _____

Total Project Cost: \$ _____ Other income / your contribution: \$ _____

Grant amount requested: \$ _____ (this should relate to the budget attached)

Checklist – attachments required: (see application guide for more details of what is required)

- Project description of not more than 4 pages using the following headings:
- Project Description
 - Outcomes
 - Need Identification
 - Marketing
 - Previous Funding Details
- Project budget (include written quotes for budgeted costs where possible)
- A copy of your most recent audited accounts *or* other evidence of your organisation's financial situation
- A printed (encoded) bank deposit slip for us to use if your application is successful (hand written forms are *not* acceptable)

Declaration: I declare that in making this application I am authorised to act on behalf of the organisation named above. I declare that the information supplied here, and in the attached application, is correct, and consent to the information contained in the application being made available to the public. This consent is given in accordance with the Privacy Act 1993.

Name: _____

Signed: _____ Dated: _____