

The Joe Aspell Trust: Application Guide

About the Trust

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.

The Joe Aspell Trust has an invested lump sum, and the interest from this is available for grants (approximately \$30,000 per annum).

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.

Application & Assessment Process

- Completed applications (along with the attachments required) must be received by the grants co-ordinator before 5pm on the closing date. Late applications will not be considered
- Within 2 weeks of the closing date you will receive a letter to confirm your application has been received
- In the 4-6 weeks following the closing date you may be contacted by a member of the grants team for further information, or to discuss your project
- Approximately 4-6 weeks after the closing date the Trustees will meet to decide who will be funded and to what level
- The Mayor will write to all applicants after the Trustees' meeting to let them know the outcome
- If you are successful you will be sent a funding to sign and return, and also a report back guide to be completed at the end of your project
- Trustee decisions cannot be appealed, as decisions are final

The current Trustees are: Kerry Prendergast, David Gault, Clare Aspell, Stephanie Cook, John Morrison, Sue Piper

How to Apply

1. There is a 2 page **application form** that you need to complete by hand and sign (we do not accept emailed or faxed applications).
2. Some supporting material is also required – project description, budget, accounts etc. – see below for more details.

If you need help with completing your application ask a member of the grants team. We recommend that you discuss your project with the grants team prior to submitting an application to ensure that you meet the criteria. Make sure that you answer **all** the questions on the form.

Please note that the application form needs to be printed and filled in by hand – we do not accept emailed, faxed or late applications. Please do not enclose your application in a folder of any sort, as it will need to be photocopied. As part of the photocopying process we may cull excessive pages.

Application Form

Page 1

- Write the legal name of your organisation at the top of the form and use this page as a cover sheet for your application. (Ignore the “No.” bit – this is for our use.)
- The fund criteria are listed on the first page of the form.
- There is a date given before which projects cannot start – make sure you are not applying for any costs that will be incurred before this date, which relates to when the committee will meet to make decisions.

Page 2

Legal Status

Tick the appropriate box provided or explain your circumstances. If your organisation is not a legal entity, you will need to come under the umbrella of another organisation. If

this is the case, please provide a copy of a written agreement between your group and the umbrella organisation. (The grants team can provide a sample agreement.)

Project Details

Put a two line description on the form – this will be entered into our database so should briefly summarise the key elements of your project.

Start / Finish Dates

We expect all donations to be spent within 12 months of the round closing date (i.e. within about 10 months of when the grant is approved.) For the round closing on 31 August 2007 a report back will be required by 31 August 2008. If your finish date for the project is later than this you will need to explain why in your project description.

Project Cost / Amount Requested

These figures should be taken from the budget that you attach.

- As “Other Income / Your Contribution” state the total income that you expect to receive towards the project excluding the amount you are requesting from The Joe Aspell Trust.
- The amount requested should be the total project cost minus the total of all other income.
- GST should be included in these figures, whether or not you are registered.

Declaration

If the form is not signed and dated your application is not valid. The form has a declaration that you sign because the information you provide becomes public when it enters the public domain. This means that certain items can be made public or asked for by members of the public. We are not permitted to withhold information if a formal request is made, so if any financial information is sensitive please clearly note this on the documents in question – in some cases where there are sensitive items, we can sight them and then return them to you so they are not held as records. If you have any concerns please discuss them with us and ensure they are noted in any covering letter with the application.

Attachments Required

1. Project Description

Please use the underlined headings and attach to the application form. Your project description should be typed and should not exceed *four A4 pages* (excluding quotes).

Project Description

- Outline the project – include start and finish dates, where the project is taking place, who will be involved.
- Give specific numbers of young people that will benefit from the project and explain how you have identified them as being socially disadvantaged
- If the project has a regional or national focus, specify what percentage of people involved will be from Wellington city.

Outcomes *(If you receive a grant you will be required to report back on these.)*

- What are the aims of the project and how will these aims be achieved?
- What are the specific benefits to be achieved for Wellington young people?
- How will you know whether the project has been successful?
- Please give specific targets or milestones for the project, e.g. numbers of people involved, positive evaluation results.

Need Identification

- Show how the needs for the project were identified, and list supporting community groups.
- Is this a new initiative or an ongoing activity?
- If a new initiative, how did the need for this project arise?
- If ongoing, what measures are in place to evaluate the ongoing effectiveness of the programme?
- Please indicate an estimate of volunteer time contribution by stating the number of volunteers and hours involved per volunteer.

Marketing

- What steps have you taken to ensure access for people with limited opportunities to participate?
- How will you advertise/promote the project?

Previous Funding Details

List any funds received during last two years from Wellington City Council, Lottery Grants, Community Trust, and any other sources. (If listed in your accounts please note the page number.)

2. Project Budget

Your budget must show all income and expenditure relating to the project. We need to see the full cost of the project even if you are only requesting the cost of a specific item. Use a format that will allow you to later enter your actual income/expenditure against budgeted figures to make reporting easy.

Income

- List all other income that has been or will be received for the project.
- List any other grants that have been (or will be) applied for, and note the date that you expect to know the outcome of each application.
- If any income will be received from participant fees, explain how this is calculated. (This should relate to the numbers that you have estimated will attend in your description of outcomes.)

Expenditure

- **Budget items should be supported by quotes where possible.** All quotes should clearly show whether GST is included or excluded. Quotes are particularly important for new projects or new organisations to show that the budget is realistic.
- Large budget items should be clarified – e.g. “programme costs \$5000” is not detailed enough

GST

- Show your project costs using columns: Net cost / GST component / Gross cost
- GST will not be added to a donation if you are successful, so the amount you request should include GST.

In-kind Sponsorship

- If you are receiving any in-kind sponsorship please list this separately at the bottom of your budget.
- If your organisation is contributing resources other than a cash amount towards the project, please note your contribution separately and NOT as both income and expenditure.

3. Accounts

Some form of accounts must be provided as evidence of your organisation's sound financial management. It is important for us to be able to see how you manage your finances. We are unlikely to fund a project where the organisers are insolvent, or where past grants cannot be identified in a group's accounts.

If you are applying for \$5000 or more:

- Provide a copy of your most recent audited accounts
- If these accounts are more than 15 months old please state when more recent accounts will be available and provide an up to date statement of financial position

If you are applying for *less than* \$5000:

- If available, provide a copy of your most recent accounts
- If you do not have compiled accounts, please provide any of the following that are available:
 - A copy of a recent bank statement
 - A copy of your cash book to show how you have managed over the past year
 - A budget from a previous project of a similar scale that you have organised

4. Bank Deposit Slip

- You need to attach a printed, bank-encoded deposit slip for the account you wish a donation to be paid into. Handwritten slips are not acceptable