

This form is for groups or organisations wishing to apply to the TSB Community Trust for an Annual or Special Grant under \$50,000. It details the information we require to assess your application. Section One covers general information about your group, Section Two covers Special Grant applications. Section Three covers a checklist of information required for all Grants, and on the back page you will find a declaration to sign. Please note all appropriate sections must be completed for your application to be processed. **Do not write "see attached"** in any areas as this will result in your application being returned.

If you are unclear about any aspect of your application — you can find more helpful information on our website www.tsbtrust.org.nz or you can contact our office by phoning (06) 769 9471 during business hours.

SECTION ONE – ALL GRANTS

Has your organisation applied to TSB Community Trust for a grant in the past?

Yes No

What type of Grant is your organisation applying for?

Annual Grant Special Grant under \$50,000

Name of organisation North Taranaki Outdoor Activity Club

State any other name your group/organisation has operated under

Contact name	Mary Browne	
Mr/Mrs/Ms/Miss	Mrs	
Title i.e. Secretary or Treasurer	Secretary.	
Address	295 Taranaki Street New Plymouth	
	Post Code	4310
Phone	Daytime	7699471
	Cell Ph	
Email	mary@pe.co.nz	

Physical address of group/organisation
Robe Street Hall
Robe Street
New Plymouth
Website address
N/A

Alternative Contact Name J. White

Title i.e. Secretary or Treasurer Chair

Phone Daytime 06-7699472

Cell Ph 025-67809

Email

Chairperson/President Joe White

Secretary/Treasurer M. Browne

Board/Management Committee S. Pink, Lyn Green, Mavis Red, David Purple, Andrea Blue

Explain briefly the aims of your organisation To encourage healthy, educational and fun outdoor activities in North Taranaki that support and strengthen our sense of Community

How many years/months has your organisation existed Years 1 Months 6

Is your organisation responsible to/or controlled by any other organisation/authority? (Please specify)

NZ outdoor activity Association

Total membership numbers 60

(please list various divisions, teams, men's/women's etc)

Men 10, Women 36 Juniors 14

What is the estimated number of people who will benefit from this grant?

Please indicate the age group of members of your organisation/group

Pre-school Youth Adult Aged Other/All

Legal Status: – Please tick the appropriate box

- Incorporated Society
- Non Constituted Body (i.e. not legal entity)
- Charitable Trust
- Other (please specify)

Taxation Status: – Please tick the appropriate box

- Tax Exempt Organisation
- Tax paying Organisation
- Non-Profit Organisation
- Other (please specify)

Is your Organisation registered for GST Yes No

NOTE: This grant may be subject to taxation if your organisation does not hold a certificate of exemption from the Inland Revenue Department. We recommend that you seek independent taxation advice in respect of this donation.

Accounts/Term Investments held with TSB Bank Ltd

Account Number	Present Balance	Account Number	Present Balance
52-0176429-50	\$250-		
52-0156207-83	\$3000-		

TSB Bank account number to be credited if your grant is approved

1539 5 2 0 1 7 6 4 2 9 5 0

If account number differs in any way from previous applications please explain in cover letter.

If funds are held at places other than TSB Bank state

(a) Where	(b) Present Balance
	\$
	\$

Is there a specific reason for banking/investments elsewhere?

Usual source of funds/income Subscriptions, Fundraising

Brief explanation of what this grant will be used for
General expenses of running club activities and administration.

In addition to this brief explanation, you may also attach a more detailed explanation.

IF YOU ARE APPLYING FOR AN ANNUAL GRANT PLEASE GO TO SECTION THREE

SECTION TWO – SPECIAL GRANTS

Apart from exceptional circumstances, special grants will not be granted to any one group less than three years apart. If your organisation/group has received a Special Grant within the last three years, please explain the exceptional circumstances you would like taken into account

What benefits does your project offer to your community and the wider Taranaki community?

In addition to this brief explanation, you may also attach a more detailed explanation.

Project Manager (if applicable)

SECTION THREE – CHECKLIST FOR SPECIAL & ANNUAL GRANTS

NOTE: If you have not fully completed the application form in accordance with the grant you are applying for and all required documentation is not attached, your application can not be processed by the Trust Office and will be returned. For further information and examples refer to our website www.tsbtrust.org.nz

CHECKLIST OF REQUIRED DOCUMENTATION

All Applications

- All first time applicants must provide a copy of the group's Trust Deed/Constitution/Rules/Certificate of Incorporation. These documents are only required to be submitted to the Trust with the first application or resubmitted if they are amended in any way.
- *If you are a newly formed group*
 - A) Budget showing projected income and expenditure for group for a minimum of one year
 - B) Copy of most recent signed meeting minutes
- *If your group has been in existence for more than one year*
 - C) Annual report and/or Chairs report
 - D) AGM minutes
 - E) Financial Statements (that have been audited or signed by an independent person)
- **Special Grant Applications require the above as well as:**
 - F) Projected income and expenditure budget for the entire project with quotes attached to support expenditure
 - G) Business plan showing the organisation's projected income and expenditure for the next three years may be required; please contact the Trust office to discuss prior to submitting the application
 - H) Cover letter outlining
 - Description of project
 - Fundraising initiated to support project
 - How your project supports the TSB Community Trust's funding areas
 - How much wider community use will this project have

Please tick

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OPPORTUNITY COMMUNITY PRO
 REATIVITY POSITIVITY DIFFERENCE CREA
 POSITIVITY SUPPORT COMMUNITY INNO

PLEASE ENSURE THE DECLARATION OVERLEAF IS READ AND SIGNED

FOR TSB BANK USE

DATE OPENED..... AVERAGE ANNUAL BALANCE \$..... CURRENT BALANCE.....

ACCOUNT ACTIVITY MINIMAL AVERAGE HIGH

LAST TRANSACTION DATE

TERM INVESTMENTS HELD.....

.....

AVERAGE ANNUAL BALANCE OF ALL ACCOUNTS/TERM INVESTMENTS \$

Date Stamp

DECLARATION

This application has the formal approval of our controlling Board/Community/Authority, and

- To the best of our knowledge the information provided herein and in supporting documents is true, correct and complete – and further information provided to the TSB Community Trust during the course of assessment of this application will be true and correct.
- We understand that any funds provided by the Trust will be for the specific purposes outlined in this form and the Trust may seek confirmation that any grant has been properly applied.
- We agree that any grant received from the TSB Community Trust will be utilised within two years of being received into our group's TSB Bank Account. We agree to return any part of the grant that is not used.
- We agree to provide TSB Community Trust with such information and reports as it may reasonably require regarding the use of any grants it makes to this organisation.
- We agree to complete an Accountability Report if the TSB Community Trust requests. (An Accountability Report sample is available from the Trust office or website www.tsbtrust.org.nz)
- We understand that failure to complete an Accountability Report on request may affect our eligibility to apply for further funding.
- We authorise the TSB Community Trust to request any banking details that may be required to process this application.
- PRIVACY: We authorise the TSB Community Trust to make such enquiries as it deems fit in considering the application and we accept and agree that details of any grant the Trust makes to our organisation may be made public.
- We agree to acknowledge the TSB Community Trust in any press releases, editorials relating to the project, or whenever our organisation acknowledges/thanks supporters.
- We accept that any decision made by the TSB Community Trust in relation to this application is a full and final decision and the Trust is under no obligation to enter into correspondence relating to the decision.

Name M. Browne
Signature M. Browne Title Secretary Date 4/2/10



**PLEASE NOTE: THIS IS AN EXAMPLE ONLY
(Club and Report are purely fictitious)**

North Taranaki Outdoor Activity Club

Presidents Report December 2009

It's been an excellent first year for the North Taranaki Outdoor Activity Club. Since we came into being in July 2008 we have succeeded in attracting 60 members of all ages and have run a programme of well organised and well attended outdoor events.

Looking at our Business Plan for 2009/10 I can say with confidence that we have truly met our mission to encourage "healthy, educational and fun outdoor activities that support and strengthen our sense of community".

So far we have managed to meet most of our objectives. At the start of this year our club rules were successfully drafted, and enough members registered to support a full programme of activities.

Highlights of the year would have had to have been the club entry into the North Taranaki Fishing Contest, the highly successful Mokau River boating trip in September and the White Cliffs Relay last month.

As the year comes to an end the one area we need to focus on improving is gaining funding to increase our outdoor activities. One of our goals for 2010 will need to be securing the regular funding we need to make this happen. At the end of this financial year our Club's accounts will be formally audited and we hope that this will then place our club in a better position to attract new funding.

All in all we've had a great year and I look forward with enthusiasm and excitement to taking part in next year's activities and enjoying the great sense of community our club is contributing to in North Taranaki. A huge thank you must go to all the wonderful community members and supporters that have contributed to our club over the past year. We look forward to your continued support in 2010

J. B. White
President
North Taranaki Outdoor Activity Club

PLEASE NOTE: THIS IS AN EXAMPLE ONLY
(this is a purely fictitious club and minutes)

AGM Minutes of North Taranaki Outdoor Activity Club Committee Meeting

Date: 1 January 2010 at 4.30pm

Present: J White (Chair), S Pink (Treasurer), L Green, M Red, D Purple, A Blue, M Brown (Secretary)

Apologies: A Grey and B White

Venue: North Taranaki Activity Club, Robe Street, New Plymouth

Welcome

Chairman J White welcomed all those present to the North Taranaki Outdoor Activity Club AGM.

Previous AGM meeting minutes

Minutes of the meeting of 1 January 2009 were circulated, read and approved as a true and correct record.

Moved: L. Green **Seconded:** M. Brown

Matters Arising

There were no matters arising.

Chairpersons Report

Chairman Joe White read through his Chairman's report to 31 December 2009 and thanked those involved in the continuing growth of the Club.

Moved that the Chairman's report be received.

Moved: M Red **Seconded:** D Purple

Annual Accounts

Moved that the annual Audited accounts as prepared by S Potton be adopted.

Moved: M. Brown **Seconded:** A. Blue

Election of Officers

Nominations for Chairperson were called for; J White was nominated and seconded. With no further nominations, J White was elected Chairperson.

Moved: M. Brown **Seconded:** A. Blue

Nominations for Secretary/Treasurer were called for; M Browne was nominated and seconded. With no further nominations, M Browne was elected Secretary/Treasurer.

Moved: J. White **Seconded:** D. Purple

General

A Blue congratulated Joe White on another successful year as Chairperson and stated that with Joe at the helm the Club would continue to prosper under his leadership.

There being no further business the meeting closed at 5.10pm

Next Meeting

10 February 2011, 4.30pm, North Taranaki Activity Club, Robe Street, New Plymouth

CHAIRMAN
J.B. White

Date:

Sample Only

NORTH TARANAKI OUTDOOR ACTIVITY CLUB

Financial Statement of Income and Expenditure for the Year ended 31 December 2009

Expenditure	2009	Income	2009
Stationery	\$ 105.00	Balance at TSB 1 Jan 09	\$ 1,500.00
Hall Hire	\$ 150.00	Memberships	\$ 1,000.00
Meeting expenses	\$ 160.00	FUNDRAISING	
Sundry	\$ 45.25	Raffles	\$ 50.00
Travel	\$ 169.00	Events	\$ 225.50
Auditor	\$ 45.00	DONATIONS	
Equipment	\$ 636.92	Donations	\$ 500.00
Events	\$ 89.50		
Postage	\$ 145.35		
Insurance	\$ 164.48		
	\$ 1,680.50		
Excess Income over Expenditure			\$ 3,275.50

SAMPLE ONLY

Examined and Certified to be a True and Accurate Record

S. Potten

S.Potton
Certified Accountant



Make sure there is a signature!!