



BEFORE YOU GET STARTED: TTCF GRANT APPLICATION INFORMATION

STEP ONE: Is your organisation eligible to apply to TTCF for a grant?

1. Is there a TTCF gaming venue in your community?

Find out by going to www.ttcftd.org.nz and clicking on 'Gaming Venues.' If there is not a TTCF gaming venue in your community we cannot help you at the moment, but please check our website from time to time to see if the situation has changed.

2. Are you registered as an Incorporated Society or a Charitable Trust?

TTCF does not make grants to individuals, but to not-for-profit groups registered as an Incorporated Society/Charitable Trust, or to groups affiliated to a regional or national body, or schools that can provide a letter from the Principal on school letterhead endorsing the application for funding, or to organisations that can provide another type of 'not for profit' status.

3. Is your application for a date specific event or a future based purpose?

Retrospective applications will not be funded – for example, deposits and purchases already made, travel or accommodation paid for prior to a grant being approved by the Net Proceeds Committee (NPC), events or projects which have already taken place. To view closing dates, meeting dates and notification of decision dates go to www.ttcftd.org.nz and click on 'Funding Rounds.'

4. Is your application for funding for an 'Authorised Purpose'?

Proceeds from gaming machines can only be used for what is termed an 'Authorised Purpose' as defined by the Gambling Act 2003 and as administered by the Department of Internal Affairs. To view the TTCF Authorised Purposes go to www.ttcftd.org.nz and click on 'Authorised Purposes'. Alternatively, phone our Grants Office on 0800 882 3583, extn 2 to discuss whether your project is an Authorised Purpose.

5. Do you intend spending an approved grant within three months of receipt?

There is an expectation that grants approved for projects will be expended within three months of receipt, at which time an Accountability Report needs to be provided. Organisations that have grants approved for operating costs or for salaries/wages over the course of a year need to provide 'Interim Accountability Reports' every three months until the grant has been fully expended.

6. Have you completed accountability requirements for any previous TTCF grant?

A new application will not be tabled for consideration until accountability documentation for a previous TTCF grant has been completed.

STEP TWO:

Supporting documentation required for a TTCF grant application:

1. Legal Status

Requirements

Incorporated Society	Certificate of Incorporation Number
Incorporated as a Charitable Trust	Certificate of Incorporation Number
	Charities Commission Number
Affiliated to a regional or national organisation	Proof of current affiliation to a regional or national organisation
School	Letter of endorsement from Principal on school letterhead
Other	Proof of tax exemption status

2. Resolution

Requirements

A resolution to apply to The Trusts Community Foundation for funding	Clearly state the amount requested and the purpose for which funding is sought
Either provide the full meeting minutes or an excerpt from the minutes which meets the requirements listed on the right.	Include the date and the names of all members who approved the resolution
	Be signed by the Secretary/Chairperson or other Executive Member
	Be printed on the organisation's letterhead

3. Project Documentation

Requirements

Specific Items	Two competitive quotes (or a reason for only one)
Operating costs – rent, power, telephone	Copies of invoices for the past three months
Existing salary or contracted position	Copy of signed employment contract
	Position description
Travel & Accommodation for an event	Copy of official itinerary or invitation to attend the event together with a list of the members who are travelling
Capital work project	Successful tender document

4. Financial Documentation Requirements

Latest financial statements	Preferably audited
Original bank verification	A bank statement, or a bank encoded deposit slip, or hand written/ printed bank details which have been verified by the bank.
GST Registered?	GST Number

5. Consent to be audited & declaration Requirements

Completion of Consent to be audited & declaration form	By two of the organisation's authorised signatories.

STEP THREE:

Download a TTCF Application Form from www.ttcfltd.org.nz

There are 3 formats available:

- PDF version which can be printed and then completed by hand
- Word Template version which you can 'Save As' to your computer prior to completing the fields provided
- Online version which can be accessed by the link provided

For any queries call the TTCF Grants Office on 0800 882 3583 Extn 2.

Ensure that you answer all the questions on the TTCF Application Form

STEP FOUR

Send your completed **Application Form & All Supporting Documentation** to TTCF:

By NZ Post	TTCF, Private Bag 93108, Henderson, Auckland 0650
By Courier	TTCF, Level 3 Lincoln Manor, 295 Lincoln Road, Henderson, Auckland 0610
By Email	grants@ttcfltd.org.nz
Online	Please note: The 'Consent to Audit & Declaration' page, with two original signatures, must be posted separately.

TTCF ONLINE APPLICATION TIPS

Use either Internet Explorer or Chrome. This online application is not compatible with iPads or Tablets.

1. The online application is in two sections: **Part One: Organisation Details** needs to be completed before Part Two: Application Details can be accessed.
2. All fields marked with a red asterisk need to be completed.
3. As data is entered into Part One: Organisation Details there are options to 'Save & Close.' Click on this button and an email will be sent to the 'Main Contact' person's email address, with an encrypted link to access the application at a later time. Note: Each time the 'Save & Close' button is clicked you will be asked to confirm that the email address for the Main Contact Person is correct, before an email is automatically generated, providing an encrypted link back to the application.
4. Once Part One: Organisation Details has been completed, and the 'Save & Close' button clicked, the encrypted link in next email will enable **Part Two: Application Details** to be accessed.
5. Section 11 – Summarise what you need the funding for and the reason for this request. Provide a succinct summary of your project. There is provision to upload a one page Covering Letter along with the requested Supporting Documentation prior to submitting the application if more space is required.
6. Section 12 – Provide a cost breakdown of the items for which funding is requested. To the right of each Item & Amount line is a box: 'GST?' If the item includes GST tick the box. If the item does not include GST, e.g. salary, leave the box un-ticked.
7. Consent to be Audited and Declaration. Each authorised signatory needs to tick the box which states, 'I declare that to the best of my knowledge.....' before filling out their details.
8. Supporting Documentation. The responses to your answers re items requested will indicate what supporting documentation is required in addition to the mandatory financial statements, bank verification and resolution. If you need some time in which to gather together the required documentation click on 'Save & Close.'
9. Upload required documents in PDF or JPEG formats only. There is no restriction on the size of documents so if you have 6 quotes, upload all 6 together, rather than individually. The same applies to employment contracts et cetera.
10. When all documents have been uploaded, click 'Submit.' An email will be generated acknowledging receipt of your application, attaching a PDF copy of the application for your records together with a copy of the 'Consent to be Audited and Declaration' page, for the two authorised signatories to sign and then post to the TTCF Grants Office.

For any queries call the TTCF Grants Office on 0800 882 3583 Extn 2