

COVID-19 RESPONSE FUND APPLICATION FORM



Grants will be made towards any of the following objectives:

- Additional costs incurred by community organisations in delivering their services, projects or activities to members of the community most in need as a result of COVID-19.
- Assistance for community organisations who incur or have incurred additional costs related to expansion of services as a result of COVID-19.

Requests for amounts up to \$25,000 will be accepted on this form, if your request is for more than \$25,000 please contact either Barbara Bridger barbara@oct.org.nz or Sue Stewart sue@oct.org.nz to discuss an alternative process.

INFORMATION NEEDED ABOUT YOUR ORGANISATION

For more information on who can apply go to: www.oct.org.nz/what-we-support/who-we-fund

Name of your Organisation

Your Organisation's Legal Status

Informal Groups may apply for a grant of up to \$1,000

Charities or Incorporated Society Number (if applicable)

Is your Organisation GST Registered? No ☐ Yes ☐ GST Number:

NAME OF CONTACT PERSON

Position in Organisation

TELEPHONE (DAY)

E-MAIL

ABOUT YOUR APPLICATION

(You may attach additional information to support your application if you wish)

This Fund is to help support organisations that are incurring additional costs related to delivering services, projects or activities to members of the community most in need as a result of COVID-19.

With reference to the impact of COVID-19 tell us how a Grant will help your organisation, why is it needed and who will it assist?

YOUR APPLICATION'S COSTS

Total Cost		\$excl GST (Please attach relevant budget and/or quote)
* Other Contributions		\$excl GST
Total Request		\$excl GST

* How are these contributions made up? Eg From Reserves, External Funders, Government Agencies etc:

Source	Amount

SUPPORTING DOCUMENTS (PLEASE ATTACH)

- ☐ Bank Verified Account Details (for the account to which any grant will be paid);
- ☐ Relevant budget and/or quote (pertaining to this application);
- ☐ Most recent Financial Statements;
- ☐ Addition information you wish to provide in support of your application (optional).

APPLICANT'S DECLARATION

In making this application I declare that on behalf of the Organisation and in connection with this application:

- I am duly authorised to make this application, including this declaration;
- To the best of my knowledge, the information provided is true, correct and complete;
- Any grant received from Otago Community Trust (OCT) will be used solely for the purpose specified in our application or as directed by OCT. Upon request copies of invoices, receipts and bank statements will be provided to OCT after the grant has been applied towards the purpose. Any unspent funds will immediately be returned to OCT;
- OCT is authorised to retain all information provided and to use and disclose that information, including any photographs, as required by OCT for any purpose, including the publication of successful grants;
- We warrant that any photograph provided as part of our application complies with all relevant laws including the Copyright Act 1994 and the Privacy Act 1993;
- We will be accountable for any grant made and we will comply and assist with any reasonable request for information and documentation from OCT to monitor performance and accountability;
- We authorise OCT to undertake audits regarding this application, if OCT deems this necessary;
- We declare that our organisation has complied with our own Rules/Trust Deed/Constitution and relevant regulations and legislation, including those required local authorities and central government.

Privacy Act 1993 Authorisation

This authorisation relates to information that OCT collects and may hold about your organisation now and in the future in relation to this application.

This application will contain information about individuals and we are required to handle that information in accordance with the Privacy Act 1993. Accordingly, OCT confirms that:

- Information is being collected in order to assist OCT in processing the application.
- This information will be disclosed to other people to the extent considered necessary to assess the merits of your application and to publicise your application, if successful.
- You are not obliged by law to provide this, but failure to do so may mean that the Trust not able to process your application.
- You have the right to access and correct any personal information supplied.

The Trust's Privacy Policy can be found at this address: <http://www.oct.org.nz/about-us/policies>

I agree with the declaration stated above, for and on behalf of the Organisation:

Name (print)	Signature	
Role in Organisation		Date