

# FUNDING APPLICATION FORM

Note: You can also complete this funding application online at [wlgfund.co.nz](http://wlgfund.co.nz)

## 1. CONTACT DETAILS FOR YOUR APPLICATION

1.1 Name of Organisation/Community Group:		
1.2 Contact Person:		
1.3 Position/Role:		
1.4 Phone:		
1.5 Email:		
1.6 Postal Address:		
1.7 Where did you hear about the WLG Community & Environment Trust's Funding?	Wellington City Council Website	
	Wellington Airport Newsletter	
	Community noticeboard	
	Residents Association (please specify)	
	Word of mouth	
	Social media	
	Online search	
	Other (please specify)	

## 2. IF YOUR ORGANISATION OR COMMUNITY GROUP IS LEGALLY REGISTERED, PLEASE FILL OUT THE FOLLOWING, OTHERWISE CONTINUE TO POINT 3.

2.1 Organisation's Legal Status:	
2.2 Charities Commission No. (if applicable)	
2.3 GST No. (if applicable)	

## 3. WHAT IS YOUR MISSION/VISION OR CHARITABLE PURPOSE

**3.1 Briefly describe your organisation's mission/vision. If you are not a registered charity, please describe your organisation's charitable purpose (200 words max)**

**3.2 Number of paid staff**

**3.3 Number of volunteers**

**3.4 In general, where does your organisation get funding from? (100 words max)**

## 4. WHAT ARE YOU APPLYING FOR?

### 4.1 Project/programme name

### 4.2 Briefly describe your project/programme and how it aligns with the WLG Community & Environment funding priorities (250 words max)

### 4.3 What evidence is there that this project/programme is needed? (250 words max)

**4.4 What difference do you intend to make through this project/programme?**

**Your key project activities**

**Who will this help? (& how many)**

**Intended outcomes (what will change for the people that the project will reach)**

## **5. COLLABORATION/PARTNERSHIPS/SHARED RESOURCES**

**5.1 Do you intend to work with other groups or organisations on this project?  
If yes, please explain how this will benefit the project. (250 words max)**

## 6. FINANCES

<b>6.1 Funding request from WLG Community &amp; Environment Fund</b> (please include GST <u>only</u> if your organisation is not GST registered) <b>Please note - WLG Community &amp; Environment fund grants are administered at a minimum of \$1,000 and a maximum of \$10,000.</b>		
\$		
<b>6.2 Budget</b> (please include GST <u>only</u> if your organisation is not GST registered)		
Expenses	Cost \$	WLG Funding Requested \$

## 7. SUPPORTING DOCUMENTS CHECKLIST

Please complete the following checklist before submitting your application:

We have:	Yes	No
Sent the completed application form to WLG Community & Environment Trust <b>Via e-mail: <a href="mailto:nannette.dempsey@wellingtonairport.co.nz">nannette.dempsey@wellingtonairport.co.nz</a></b> <b>To arrive no later than midnight on Saturday 31 August 2024.</b>		
Copy of latest bank statement ( <i>applicable for organisations</i> )		
Signed the authorisation below		
Supplied letters of support ( <i>optional</i> )		
Provided supplier quotes ( <i>if applicable</i> )		

## 8. AUTHORISATION

Please sign this Application for Funding to confirm that you are authorised by your organisation to apply for the project described in the application form.

In submitting this application, I am authorised to apply for funding on behalf of:

<b>Organisation:</b>	
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For the support of:

<b>Project/Programme:</b>	
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I/We confirm that the information in the Application Form about our organisation and the project that the funds will be applied to is true and correct.

I/We understand that:

- Any personal information about individuals provided in this application will be used only to assist with the administration and assessment of your application.
- The information provided is restricted to the WLG Community & Environment Trust Trustees, other parties that may need to be consulted, officers of, and people employed by Wellington International Airport Ltd. to act on behalf of the WLG Community & Environment Trust.
- Names of organisations receiving funding from the WLG Community & Environment Trust will appear in the Trust's Annual Report and may appear in publicity material. You are entitled to access the information and correct it.

I/We acknowledge that the WLG Community & Environment Trust may seek additional information from our organisation to assess our application and we confirm that we will supply this information in an accurate and timely manner.

I/We acknowledge that the decision of the award grants is final, that no reasons for a decision will be given and that no correspondence will be entered into.

I/We acknowledge that if our application is successful, we will be required to sign a declaration:

- Committing funds only to this project,
- Committing to the repayment of any funds not used for the project back to the WLG Community & Environment Trust
- Agreeing to provide evidence of expenditure of the grant.

<b>Name:</b>	
<b>Role in organisation:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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