

2024 Application Form



HAWKE'S BAY FOUNDATION

Please ensure you have all information required before starting your application - for security reasons there is a 4 hour time limit, after which time your application may not successfully submit. Thank you.

Name of organisation *

Charities Commission Reference *

Website

Contact person *

First name

Last name

Contact email address *

Contact phone number *

Bank Account *

Tell us briefly about your organisation (Max 200 words): *

What specific purpose are you requesting a donation for? (Max 200 words): *

Amount requested (maximum amount \$15,000) *

Names of people (based in HB only) who have governance and/or management roles in your organisation. *

Have you previously received funds from HB Foundation? (please tick if "yes")

Areas of Benefit (please tick those that apply)

CHB

Hastings

Flaxmere

Havelock North

Clive

Napier

Taradale

Wairoa

Briefly give details of any volunteer involvement in your organisation. *

Approximately how many people benefit directly from the work of your organisation in an average year. Please provide ethnicity statistics or deprivation data if available. *

Which organisations do you regularly collaborate with to better deliver services to your community? *

Names/ Organisations of those supplying your two written references from supporters outside of your organisation. (Not required if you have previously received funding from HB Foundation)

Financial year end of your organisation (eg 31 March) *

Budget supplied for what period? *

Your application must include the following supporting information (no .JPEG files please):

Document attached: two written references from supporters outside of your organisation – not required if you have received prior funding

References

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Document attached: Resolution signed by two office holders/authorised signatories that the application has the approval of the Board *

Board Approval *

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Document attached: Verification of your bank account (deposit slip or bank statement) *

Bank verification *

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Document attached: Copy of your latest annual accounts and an updated financial position if annual accounts are older than 12 months. Include audit/ review letter as appropriate (you may attach up to 10 files)

Annual accounts *

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Document attached: Annual budget for your organisation (income and expenditure) *

Annual budget *

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Document attached: Supplier quotes (if applicable)

Supplier quotes (optional)

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Photo (optional)

Add file

NB. This is time sensitive and will expire at 1 May 2024 21:24

Application Guidelines:

HB Foundation will distribute funds in accordance with its Trust Deed to provide:

- Support, both financial and otherwise, for Community Organisations (meaning any trust, society or institution established exclusively for Charitable Purposes within New Zealand).
- Support, both financial and otherwise, for any Charitable Purpose (meaning every purpose which in accordance with the law of New Zealand is charitable).

These charities, organisations or projects are to be focused on (but not restricted to) the Hawkes Bay region, as defined by the area within the jurisdiction of the Hawkes Bay Regional Council (or its successor).

Tindall Regional Funding Manager

HB Foundation also distributes funding on behalf of the Tindall Foundation supporting families and social services.

- A limit of \$15,000 per application.
- Applications will be considered for project costs and/ or for general operating costs such as salaries/ wages, rent etc.
- Organisations that are acting in a 'pass thru' function i.e. the funding is not being used by them but is being passed onto a third party, will not be funded.
- Approved donations will be paid by direct credit to a verified bank account.
- Donations must be used within 12 months of receipt unless prior arrangements are made with the HB Foundation. If necessary, an extension request may be submitted in writing, detailing the funds usage to date and expected project completion date. Approval of any extension is not automatic and is at the discretion of the HB Foundation.
- All organisations receiving funds are required to report back within 12 months on the use to which those funds have been put. A staff member must attend a Round Table discussion session to present their years' work. Further applications for funding will not be accepted from any organisation that has not provided a satisfactory accountability report for a previous donation, nor attended a Round Table session. Please note that this means that although an organisation has 12 months to spend the funds and supply a satisfactory accountability report, only those organisations who are able to do so prior to the closing date of the following year's funding round will be able to apply in that year.
- Donations do not include GST.
- There is one funding round each year opening 1st May and closing 5th June. Receipt of your application will be acknowledged. Applicants will be notified of the Trustees' decision within three months of the closing date.
- Our Philosophy is to provide assistance to heal problems rather than manage them – that is to give "a hand up not a hand out". The trustees have preferences for initiatives that assist groups and communities that are working towards meeting their own needs and have sustainability when the Foundation funding ceases.

- Keep supporting information as brief as possible. Stating main points with brief explanations are helpful in assessing your proposal whilst excessive documentation can slow the process. Please do not send marketing materials unless they explicitly back up your application.
-

I have read and understood the Application Guidelines above and agree to the following: *

- To the best of our knowledge the information provided in this application is true and correct.
- It is acknowledged that any decision made by Hawke's Bay Foundation is final and we accept that no reasons for such a decision may be given, nor any correspondence entered into.
- We agree that any donation made will be used for the purposes specified in our application. In the event that we cannot comply with the conditions of the donations within the specified time, we will advise Hawke's Bay Foundation of the surrounding circumstances to enable a review of the donation to take place.
- We authorise Hawke's Bay Foundation or its agents to make any enquiries of any third parties, (even though that may involve disclosing information contained in the application) or undertake audits of our organisation in connection with this application.
- We acknowledge that this application and details of the Trustees' decision may be shared with other funders and made publicly available.
- We agree to immediately inform Hawke's Bay Foundation should the initiative depart from that agreed.



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