

2025 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/Social Media Links:

Contact person *

First name

Last name

Contact email address *

Contact phone number *

Please tick relevant sector of work:

Social Services

Health/Disability

Kaupapa Maori

Arts

Environment

Other

If other, please provide details:

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) - Please provide breakdown of costings *

Supplier quotes (optional)

Add file

NB. This is time sensitive and will expire at 3 Apr 2025 21:45

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)

Hawke's Bay Wide

Hastings

CHB

Napier

Wairoa

Other - Please name:

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 - please provide examples of how:

Financial Accounts

Please provide a copy of your latest annual accounts and an updated financial position if annual accounts are older than 12 months. Include audit/ review letter if appropriate (you can attach multiple files).

Upload Files: Annual accounts *

Add file

NB. This is time sensitive and will expire at 3 Apr 2025 21:45

Annual budget for your organisation (income and expenditure). Please ensure this is related to Hawke's Bay operations not national *

Upload Files: Annual budget. *

Add file

NB. This is time sensitive and will expire at 3 Apr 2025 21:45

Please provide any relevant information or explanations to be considered when reviewing your financial reports e.g. large surplus or deficits

Additional documents required

Two written references from supporters outside of your organisation. (Not required if you have previously received funding from HB Foundation)

Names / Organisations of those supplying your two written references:

Please attach: References

Add file

NB. This is time sensitive and will expire at 3 Apr 2025 21:45

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

Please attach: Board Approval *

Add file

NB. This is time sensitive and will expire at 3 Apr 2025 21:45

Verification of your bank account (deposit slip or bank statement)

Please attach: Bank verification *

Add file

NB. This is time sensitive and will expire at 3 Apr 2025 21:45

Application Guidelines:

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

- Financial support for Community Organisations (meaning any trust, society or institution established exclusively for Charitable Purposes within New Zealand).
 - Support 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 Hawke's Bay Region, as defined by the area within the jurisdiction of the Hawke's 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 grants will be paid by direct credit to a verified bank account.
- Grants must be used within 12 months of receipt unless prior arrangements are made with the Hawke's Bay 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 session to present the update on the year and use of funds. 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 in May and closing 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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