



SAMPLE GRANT APPLICATION FORM

- Please read the [application guidelines](#) before drafting your application.
- Please make sure that you have all of the information requested on the application form available at the time of applying.
- All applications that do not provide the correct information will be automatically DECLINED.
- This form is for *preparation purposes only and does not constitute an application*. Only applications submitted through the online portal will be accepted by the ANZ Staff Foundation.
- Please note: once you begin your application, you cannot save or come back to it. Your application must be completed in one sitting.

1. Name of Organisation? *(Please state your organisation's legal name i.e the name under which your organisation is registered)*

2. Your Charities Commission Registration number? *(Please Note: Only charities registered by the charities commission may apply)*

3. Have you received a grant from the foundation in the past?

Yes No

4. Your organisation's address details?

Postal Address, City/Town, Postcode, Phone Number, Email Address, Website

5. Bank Account: *(if your application is successful, we will deposit funds into this account)*

Bank Account Number

6. Main Contact person:

Name, Position/Title, Mobile Phone Number, Email Address

7. Secondary Contact Person:

Name, Position/Title, Mobile Phone Number, Email Address

8. Tell us about your organisation: *(In 200 words or less, please tell us when and why you were established, what you do and what you aim to do)*



9. What sector does your application for funding relate to? (Select one only)

- Health
- Education
- Environment
- Community Services
- Arts / Culture

10. Referee: *(Must be someone who is familiar with, but independent of your organisation. We will contact this person to discuss your application)*

Name, Position/Title, Mobile Phone Number, Email Address

11. Would your charity benefit from having ANZ volunteers? *(ANZ encourages every staff member to take a paid volunteer day each year to give back to the community. If you are interested in having ANZ Staff volunteer for a day at your organisation, please provide details of: What activity they will undertake and when, and the number of volunteers you require. Please limit answer to 500 characters.)*

12. Is an ANZ New Zealand Staff Foundation member supporting this application? *(Your application will be given preference if it's submitted with the support of an ANZ staff member who belongs to the Staff Foundation. **Tip:** If you need to find an ANZ Staff Foundation member to support your application, please ask in your local branch. If you can't find an ANZ staff member to support your application then contact stafffoundation@anz.com before you apply and we'll endeavour to connect you with a suitable employee.)*

- Yes No

If YES, then please provide:

Name, Position/Title, Business Unit & Location, Mobile Phone Number, Email Address

13. What project or activity is your organisation seeking funding for? *(In 200 words, please describe the activities you are requesting funding for. We may use this description in other communications, so please keep it brief)*



14. Amount Requested: *(If your audited or annual financial accounts are more than six months old you will also need to provide your year-to-date management accounts)*

- Less than \$10,000 More than \$10,000

If you're applying for \$10,000 or more please provide your most recent audited accounts. If you're applying for less than \$10,000, please provide a copy of your most recent set of annual financial accounts signed by your Chairperson and a Chartered Accountant registered with Chartered Accountants Australia and New Zealand.

14A. Annual Financial Accounts:

Are your audited annual accounts more than 6 months old? Yes No

(If yes, please provide year-to-date management accounts, no more than 3 months old.)

15. What is the total cost of this project / initiative? *(Maximum amount a charity can request for funding is \$25000, per funding round)*

16. Cost breakdown *(If your application involves funding for a number of different items, please show the costs of each item/component below. Please note that your cost breakdown must add up exactly to the amount you have applied for. This may not necessarily be the total cost of the project)*

ITEM	COST

17. Approximately how many people will benefit from this funding?

18. How will you measure the success of the project? *(In 200 words or less, tell us how you will track your progress)*

19. What is the timing of your project? *(Please tell us the actual date or specific period of activity.)*

20. Have you applied to any other organisations for funding for the same purpose?

- Yes No

If yes, was your application successful?

- Yes No



21. Disclaimer:

Please note that we reserve the right and have complete discretion to

- (i) Refuse an application; and
- (ii) Withhold the payment of any money (notwithstanding that an application has been successful)

Step 3: Confirmation requirements if your application is successful:

- We agree to only use money given to us by the foundation for the charitable purpose in our application (meaning the project or activity described in question 10).
- We will provide a brief report to the foundation on the result of our project and the impact the funding has made within six months of receiving the money. We will confirm in this report that we have only spent the money on the charitable purpose in our application. We agree to repay the money to the foundation if we don't comply with this requirement.
- We will return money we don't spend to the foundation if it is more than \$300 or if we don't spend the money within six months.
- We will let the foundation know immediately if we're removed from the charities register or our charitable registration is, or could be, at risk