

# School and Early Childhood Education Playgrounds 2024/25

## Form Preview

### Applicants please note

\* indicates a required field

**We encourage you to speak with us before submitting an application for guidance on the likely amount of funding as we use a formula to determine this.** Call us on 0800 500 185.

Also before completing this application please ensure you have read and understood:

- [whether you can apply and the funding formula](#)

*We are here to help if you have any queries about applying or completing the application form. Please call us on 0800 500 185 or email [info@communitytrustsouth.nz](mailto:info@communitytrustsouth.nz)*

### Organisation contact details

**Legal name of organisation \***

**Organisation email**

### Contact for this application

*This is who we will contact if we have any questions or require further information about your application.*

**Name \***

First Name

Last Name

**Position \***

**Primary phone number \***

**Other phone number \***

**Email \***

### About your organisation

**Type of organisation**

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**Type of Early Childhood Service**

Please note: For-profit early child education centres run by private owners and home based education services are not eligible for playground funding

**Is your ECE?**

**The funding formula we use takes into consideration:**

- Roll number;
- EQI rating;
- Contribution of the school/Board of Trustees/PTA; and
- Access of playground to the wider community.

**Current roll number**

While we use MOE provided roll data as at 1 July it is important we are aware of your current roll.

**For ECEs: Number of children licensed for**

**EQI ranking of school (for an ECE please use the EQI of your nearest school)**

Must be a number.

## Application overview

\* indicates a required field

**Provide a short title for your project \***

**Describe what the need is and what you would like the funding for \***

**What is the difference you expect to make through this project?**

Please describe an outcome (i.e. changes or differences) you want this project to achieve for participants and/or others.

If you need help with setting and writing your outcomes [click here](#) for a useful resource. We also have [other links on our website](#) to evaluation resources and tools that may be useful.

**Outcome 1 \***

Timeline of project

Please note that we do not fund projects or programmes retrospectively i.e. projects that have commenced or have been completed before your application is submitted.

Project start date:

Project end date:

Financial details and budget

\* indicates a required field

Amount you are requesting: \*

\$

- If your organisation is registered for GST, please ensure that your budget is GST exclusive;
- If your organisation is not registered for GST, please ensure that your budget is GST inclusive.

Is your organisation registered for GST?

☐ Yes

☐ No

Project Income (how you are going to pay for this project)

List all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are applying for from Community Trust South.**

Income/funding	\$
Community Trust South	\$
	\$
	\$
	\$

Project Expenses/costs (what it is going to cost)

List all expense items/costs for your project e.g. cost of materials, equipment, labour.

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### Expense/cost details

	\$
	\$
	\$
	\$
	\$

### Budget Totals

The income and expense totals should balance

#### Total Income Amount

\$   
This number/amount is calculated.

#### Total Expenditure Amount

\$   
This number/amount is calculated.

#### Income - Expenditure

\$   
Your budget should balance - this number should be zero.

### Quotes

Organisations should obtain two quotes, where practical, for capital items such as equipment and building related projects.

**Have you sought alternative quotes?**

☐ Yes

☐ No

#### Please upload quote(s)

Attach a file:

**If you have answered no and uploaded one quote only, please explain why you have not sought alternative quotes.**

### Organisation bank account details

#### Organisation's bank account number \*

Your bank account number needs to include: BANK (2 digits) BRANCH NUMBER (4 digits) ACCOUNT NUMBER (7 digits) SUFFIX (2 or 3 digits). Also please don't use any hyphens or spaces when entering your account number.

#### Organisation's bank account name \*

This is the bank account name that appears on your a bank coded deposit slip or bank verified account details.

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**Please upload verification of organisation's bank account details \***

Attach a file:

i.e. a bank coded deposit slip or bank verified account details

**Please upload organisation's latest annual financial statements \***

Attach a file:

## Supporting documents and feedback

### Supporting documents

**Upload any other documents that you believe may support your application.**

Attach a file:

**Any additional comments (if appropriate)**

### Feedback

**We are always looking to improve our grantmaking processes and your feedback is essential to helping us achieve this.**

### Communication

**How did you find out about Community Trust South?**

**Please rate the following statements**

**The time required to prepare and complete the application was reasonable**

**The application process is very straightforward**

**Please let us know any suggestions about any improvements we could make to our application process.**

### Privacy Statement and Declaration

\* indicates a required field

#### Privacy Statement

Community Trust South's [Privacy Policy](#) governs our collection, storage, use and disclosure of personal information. Any personal information you provide us in connection with this application, including any information you are subsequently required to provide such as in our Accountability and Payment Forms, is subject to the Privacy Policy and you agree that we may use and disclose that information in accordance with the Policy, or as otherwise stated in this Privacy Statement and Declaration.

Where you are making this application on behalf of an organisation, information you provide for the purposes of this application that is not personal information is not subject to our Privacy Policy and we may use and disclose that information as permitted by law and as further set out in this Privacy Statement and Declaration.

Information provided by you in connection with this application (including personal information) will be used and held by the Trust, and we may share this information with other relevant third parties, for the purposes of administering and assessing your application.

Please indicate if you agree to Community Trust South using your personal information for the following purposes:

**Sending you Community Trust South newsletter or email updates relevant to you or your organisation \***

☐ Yes ☐ No

**Sending you information on behalf of other organisations which in the opinion of Community Trust South is relevant to you or your organisation \***

☐ Yes ☐ No

#### Declaration

This declaration and authorisation relates to all information in this application, attachments and information received by Community Trust South, from you or the organisation you are making the application on behalf of, during the assessment of the application and anytime thereafter.

I hereby declare that:

- the information supplied in this application and any attachments is true and factual;
- the project has not already been started;
- any funding received will be used for the purpose for which it was approved;
- I have read, understood and agree to be bound by Community Trust South's Privacy Policy and this Privacy Statement and Declaration.

I hereby authorise Community Trust South to:

- use the information supplied as part of this application and any attachments for the purposes outlined in the Community Trust South's Privacy Policy and this Privacy Statement and Declaration;

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- make any enquiries of any relevant third parties (which may involve disclosing information supplied as part of this application) which Community Trust South deems appropriate for the purposes of assessing and administering this application;
- undertake audits of our organisation/group for the purposes of assessing and administering this application, including compliance with the terms on which any funding is approved;
- Provide to other funding agencies and advertise or publish, including for marketing and promotional purposes (including on our website, facebook page, annual report and other promotional material), the name of the funding recipient (individual or organisation), the amount of any funding approved and any photographs or videos supplied by me to Community Trust South.

I acknowledge that any decision made by Community Trust South in relation to this application is final and that Community Trust South has the right to withdraw any funding approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading in a way that may have affected the funding decision.

Where completing this application on behalf of an organisation/group I declare that I have all necessary approvals and authorisations to complete this application, including approval from the individuals concerned (and that individual's guardian if the individual is a minor) for any personal information provided with this application, or subsequently in connection with the grant, including any photographs or videos containing identifiable individuals, to be used as set out in this Privacy Statement and Declaration.

**Authorised Person's Name \***

First Name

Last Name

**Position in organisation \***

**Email \***

**Date of declaration \***

## Submitting your form

There is a **'Review and Submit'** button at the bottom of the navigation box to the right of the screen. By clicking this your form will be reviewed to ensure all required questions (marked with an \*) are completed.

Once reviewed and all required questions are completed you can then submit your form by clicking on **'Submit'** at the top of the screen or in the navigation box.

Once submitted, you will receive a confirmation email from SmartyGrants ([service@smartygrants.com.au](mailto:service@smartygrants.com.au)) acknowledging your form has been received. If you do not receive this email please go back into your application and check you have clicked the **'Submit'** button at the top of the screen.

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Once submitted no further editing of your form or uploading of further support material is possible.

If you have any queries or experience any problems please phone us on **0800 500 185** during business hours or email [info@communitytrustsouth.nz](mailto:info@communitytrustsouth.nz)