

Heads-Up Information Collection 2024/25

Form Preview

About this form and process

* indicates a required field

This form is part of an information gathering process to help Community Trust South identify and better understand the quantity and timelines of potentially major projects in our community.

Future major projects of interest are defined by the Trust as being **capital projects** requesting funding **over \$75,000** (which is the current cap for our General Grants).

Before completing this form please ensure you have read and understood the [FAQs and information about 'Heads-up'](#) on our website.

Please note: This is not an application but an information gathering process only and there is no commitment or guarantee of funding from the Trust, either now or in the future, to any submitter or project identified to the Trust through this process.

If you're unsure about whether to submit information on a future major project please contact us on **0800 500 185** or email info@communitytrustsouth.nz

I have read and understood the 'About this form and process' information *

☐ Yes

Organisation details

Legal name of organisation *

As it appears in your constitution or registration with the Companies Office

What is your organisation's legal structure? *

Where is your organisation based?

Organisation email

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Briefly describe your organisation's purpose and role *

Please provide details of a key contact person

Name *

First Name

Last Name

Role

Phone number (primary)

Phone number (other)

Email *

Project overview

*** indicates a required field**

Provide a short title for your project *

Briefly describe your proposed project and need *

Where will the project most likely take place? *

Anticipated project start date: *

Anticipated project end date: *

Estimated Total Project Cost *

\$

Must be a dollar amount.

Outline how you intend to fund the proposed project

Funding source e.g. Government (central or local), Fundraising & Donations, Reserves, Trusts & Foundations etc

Likely Amount of Funding

If there is any other information you would like to provide - you can either detail it here or upload below

Additional information

Attach a file:

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 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 providing this information on behalf of an organisation that is not personal information it 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 will be used and held by the Trust, and we may share this information with other relevant third parties.

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

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Declaration

This declaration and authorisation relates to all information including attachments received by Community Trust South, from you or the organisation you are submitting on behalf of.

I hereby declare that:

- the information supplied and any attachments is true and factual;
- the project has not already been started;
- 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 and any attachments for the purposes outlined in the Community Trust South's Privacy Policy and this Privacy Statement and Declaration;
- make any enquiries of any relevant third parties (which may involve disclosing information supplied by you) which Community Trust South deems appropriate for the purposes of reviewing the information you have provided;

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

Submitters name *

First Name

Last Name

Position in organisation

*

Submitters 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) 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