

**The Kepler Challenge Mountain Run Trust**

**Application Form For Community Funding**

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| 1. The Applicant | | |
| Name of applicant |  | |
| Legal status | Click on the drop-down box below and choose one:  Choose an item.  If you have selected Other, please give more details below. | |
| Contact person | Name |  |
| Address |  |
| Phone No |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| 2. The Project | | |
| Name of project |  | |
| Start date |  | |
| Finish date |  | |
| What do you want to achieve? |  | |
| How will you know if the project has been successful? |  | |
| How do you see the project fitting with the objects of the Kepler Challenge Mountain Run Trust? | Promotion of Te Anau and Fiordland |  |
| Promotion of physical activity |  |
| Developing facilities and services for the community |  |
| Links to conservation |  |
| How will volunteers be involved in achieving the project? |  | |
| How will paid staff or contractors be involved in achieving the project? |  | |

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| --- | --- | --- | --- | --- |
| 3. Funding The Project | | | | |
| Total cost of the project | $ | | | |
| Budget for the Project  (attach any quotes that you have obtained) | Item | Amount ($) | | |
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|  |  | | |
| Total |  | | |
| Funding received so far | Funding Body | | Amount offered ($) | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Funding applications made to other bodies but not yet awarded | Funding Body | | Amount offered ($) | Date decision due |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| Funding requested from Kepler Challenge Mountain Run Trust | $ | | | |
| What requirement is there for ongoing expenditure after the project finish date? |  | | | |

|  |  |
| --- | --- |
| 4. Confirmation | |
| Statement | We wish to apply for funding as detailed in this application.  We have read the notes to this application form on the final page of this form.  We understand that the Kepler Challenge Mountain Run Trust may decide not to fund any or all of the applications it receives. |
| Signature |  |
| Name of authorised signatory |  |

**Notes**

**Deciding to Advertise Potential Funding to the Community**

The Trust may decide at any time to advertise to the community that it will accept applications for funding from community projects. This decision will be based on the level of actual or projected assets of the Trust at any given time. Each offer will be made through a variety of media including some or all of: local newspapers, social media, word of mouth.

**Assessing Applications for Funding**

When assessing applications, the Trust will consider the following factors:

* the fit of the project with the objects of the Trust, namely
  + the promotion of Te Anau and Fiordland as a destination
  + the promotion of physical activity in the Te Anau basin
  + developing facilities and services for the community in the Te Anau Basin
  + the promotion of conservation activities and education in the Te Anau basin
* benefits to the community
* balance of work between volunteers and paid staff
* start and completion dates
* outcomes/benefits to determine success
* current levels of support
* project expenses, including:
  + expected costs
  + outstanding funding applications pending
  + expected ongoing costs
* the legal status of the applicant, with preference being given to charitable trusts and incorporated societies rather than individuals.

**Conflicts of Interest**

Ahead of making decisions, the Trustees present at the meeting must declare all conflicts of interest. Trustees must decide on how to handle these conflicts of interest to achieve impartiality.

**Making an Offer of Funding**

The Trust will write to all applicants to whom it wishes to make a grant. The letter will outline the offer of the grant, the level of support offered and any conditions that the Trust may wish to impose.

**Conditions of Offer**

These may include:

* a statement that funds will not be transferred until any outstanding support from other bodies is secured, or until any other condition is met
* a time limit for meeting conditions, after which the offer is withdrawn
* a request for relevant documentation to be provided.

**Further Information**

Please email trustees@keplerchallenge.co.nz