



# APPLICATION GUIDELINES



## Objectives of the Trustpower Lend a Hand Foundation

The aim of the Trustpower Lend a Hand Foundation is to assist small charitable organisations and individuals by providing funding, mentoring or through the provision of goods/services. The Foundation is administered by the Central Otago Lend a Hand Foundation Trust, which is made up of representatives from the Rotary Clubs of Alexandra, Cromwell and Roxburgh.

## Who can apply for funding from the Foundation?

Any individual or charitable organisation is eligible to apply for funds from the Trustpower Lend a Hand Foundation. The application must relate to an identified individual or community need in Central Otago and groups/individuals must show that they have made a significant effort to contribute to the project/need themselves.

All applications must be on an official Trustpower Lend a Hand Foundation application form, which are available from the Rotary Clubs of Alexandra, Cromwell and Roxburgh and from all official business supporters of the Foundation.

Applications will not be considered from any of the following:

- Commercial or profit orientated organisations or individuals
- Projects with a religious or political purpose
- Rents or overhead costs
- Conference organisation
- Completed projects

The maximum grant from the Foundation is \$500 however in special circumstances the Foundation may provide a greater level of assistance. Each organisation or individual will be limited to one successful application per year.

If there are sufficient funds the Foundation may provide larger grants each year of up to \$2,000. This major funding round will be publicly promoted.

All applications to the Foundation must be sponsored by a Business Supporter of the Foundation or one of the Rotary Clubs of Alexandra, Cromwell and Roxburgh. Business Supporters display official business supporter signage.

## How are funding applications decided upon?

A Grants Committee made up of representatives of the Rotary Clubs and Trustpower will meet bi-monthly to consider the applications, however special meetings will be called to consider any urgent applications. All decisions of the Foundation's Grants Committee will be final.

## Successful applicants

All successful applicants are required to report back to the Foundation on the success of the project and acknowledge the granting of funds by the following means:

- By acknowledgement in annual accounts/reports
- By acknowledgement in publicity material
- By involvement in promotion of the Foundation to the media, if appropriate.
- By attending as a guest speaker at a Rotary Club, if requested
- By writing a letter of appreciation to the Foundation

For more information please contact your local Rotary Club:

Rotary Club of Alexandra  
PO Box 191  
Alexandra 9340  
Contact: Charles French  
Phone: 03 448 8986

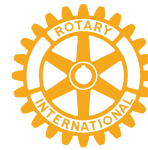
Rotary Club of Cromwell  
PO Box 60  
Cromwell 9342  
Contact: Keith Morgan  
Phone: 03 445 1130

Rotary Club of Roxburgh  
PO Box 39  
Roxburgh 9441  
Contact: Sue McGregor  
Phone: 03 446 8481





# APPLICATION FOR SUPPORT



In association with Rotary Clubs of Alexandra, Cromwell and Roxburgh

## Anticipated Outcomes/Benefits (attach additional pages if required):

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## Finance (Attach Budget/Quotes if Applicable):

*Applicants must show that they have made a significant effort to contribute to the project/need themselves*

Total Project Cost \$ \_\_\_\_\_

Funding Plan: (Brief breakdown of how the project will be funded).

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Amount Requested \$ \_\_\_\_\_

I certify that the information concerning this application is true and correct.

Full Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

All applications must be sponsored by a Trustpower Lend a Hand Foundation business supporter.

Business Supporter: \_\_\_\_\_

Full Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Payee/Account Details: (Who should the cheque be made out to in the event of a grant being approved?)

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Please send this completed application form to the Trustpower Lend a Hand Foundation, care of your local Rotary Club:

Rotary Club of Alexandra  
PO Box 191  
Alexandra 9340  
Contact: Charles French  
Phone: 03 448 8986

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PO Box 60  
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