**NELSON TASMAN KINDERGARTENS**

**GRANT APPLICATION INFORMATION**

**Website & Contact details and criteria:**

**If you are intending to apply for a grant to purchase equipment etc for the Kindergarten, below is a list of organisations that may be useful.**

1. **Lion Foundation.** [**www.lionfoundation.org.nz**](http://www.lionfoundation.org.nz)
2. **Pub Charity.** [**www.pubcharity.org.nz**](http://www.pubcharity.org.nz)
3. **NZ Community Trust.** [**www.nzct.org.nz**](http://www.nzct.org.nz)
4. **Eureka Trust.** [**www.eurekatrust.org.nz**](http://www.eurekatrust.org.nz)
5. **COGS.** [**www.cdgo.govt.nz**](http://www.cdgo.govt.nz)
6. **Nelson City Council.** [**www.nelsoncitycouncil.co.nz**](http://www.nelsoncitycouncil.co.nz)

Physical Activity Fund and/or Community Assistance Fund (although best done under the Association Umbrella as a joint application)

1. **Tasman District Council.** [**www.tasman.govt.nz**](http://www.tasman.govt.nz)
2. **Department Internal Affairs.**  [**www.dia.govt.nz**](http://www.dia.govt.nz)

(For information on all Funders and their criteria)

1. **Local Service Clubs e.g. Rotary/Lioness Clubs** (their contact details will be in the Found Magazine (copy available from Community House or through the telephone book).
2. **Fresh Choice Nelson and Richmond.** Collect Application Forms from respective Fresh Choice Supermarkets
3. **Richmond Mall Foundation.** Collect Application Form from the Richmond Mall

Please don’t hesitate to contact Brenda Holdaway: [Brenda.holdaway@ntk.org.nz](mailto:Brenda.holdaway@ntk.org.nz) if more information required or assistance needed with filling out the applications.

Please ensure that you always use the ***Funding Application*** ***Checklist – Cover Sheet ‘F1 Appendix 1’ in the F1 Financial Management Policy (copy attached)***

**Appendix 1**

**FUNDING APPLICATION CHECKLIST – COVER SHEET**

**Kindergarten/Centre:**

**Funding Source/Name:**

**Date of Application:**

**Amount Applied for:**

**Please tick the following:**

□ **Ensured application complies with Association Policy**

□ **Discussed application with either Head Teacher, Senior Education Advisor or CEO**

□ **If the project requires approval under the Environment Policy, this approval has been signed off on a Project Concept Form**

□ **If Playground Equipment is applied for, does it comply with NZ Playground Safety Standards?**

□ **If required for the Grant Application, ensure a copy of the Minutes of the Kindergarten Committee motion to apply is attached**

□ **Contacted Association Office for letter of support (Brenda Holdaway)**

□ **Sent a draft copy of application to Association Office - (Brenda Holdaway)**

□ **Received approval from CEO to send application – Trish Casey**

□ **Forward application to Funding source with all necessary attachments**

□ **Sent a final copy of the full application with the Funding Application Checklist Coversheet attached, to the Association Office – (Brenda Holdaway)**

**Once Application notification received:**

□ **Check date that Report needs to be returned (if applicable).**

□ **Notify the Office, send a copy of advice if application successful/not & amount received.**

□ **Association raises all Invoices (notify if the Invoice is GST inclusive or exclusive).**

**(If Funder/Source to be invoiced after expenditure – notify Association when all monies spent).**

□ **Send completed Accountability Report to the Funding Provider.**

□ **Notify Office once Accountability sent, and forward a copy to the Office.**

□ **Please ensure the monies are spent** **in a timely manner (within Funder’s timeframe).**

**OFFICE USE ONLY:**

**Successful: Yes** □ **No** □

**Amount Granted: Date received: ..........................**

**Invoice Number: ……………… Date: ......................................**

**Accountability: Date due: …/…/….. Completed: Yes** □ **No** □