

SUPPORTING DOCUMENTATION

The following lists the supporting documents that are required with applications to ensure compliance (but not limited to):

If your documents do not meet these requirements your application may be deemed non-compliant.

ORGANISATIONS BANK DEPOSIT SLIP ☐

Pre-printed deposit slip, or bank generated account details verified by the bank.

FINANCIAL STATEMENTS ☐

Most recent financial statements (do not need to be audited); or if the Organisation does not have financial statements, the past three months worth of bank statements and an assets & liabilities statement or profit & loss statement.

COVER LETTER ☐

A cover letter should include the following:

- A brief description of the applying Organisation and the work they do
- A summary of the project including total project cost and other sources of funding
- The specific purpose of the grant application and the community that will benefit from the funding; and any relevant dates

RESOLUTION ☐

A resolution / meeting minutes must include the following:

- Name of the Organisation's governing body and date of the governance meeting held
- Full names of Governance members present, absent and apologies
- You must note if anyone abstained due to a conflict of interest
- Specific resolution showing the name of the Trust (Youthtown Trust), the purpose and the amount you are applying for
- Signed by the Chairperson / President

If your minutes show this information, please provide a Chairperson / President signed copy of these.



PRINCIPALS ENDORSEMENT LETTER ☐

If the applying Organisation is a School, please provide a signed letter from the Principal endorsing this application.

AFFILIATION LETTER ☐

For sports groups or if an Organisation is not incorporated in its own right.

An affiliation letter must include the following:

- Addressed to the Organisation
- Dated within the last 12 months
- State the full contact details of the affiliated Organisation
- If the Organisation is applying under their affiliated Organisations not-for-profit status, this references that the Organisation is bound by their Rules and Constitution
- Signed by a representative of the Regional / National Body

EVIDENCE OF EXPENDITURE ☐

For project or activity costs, you must provide:

- Two quotes as evidence of the total amount sought. This includes a preferred and competitive supplier quote
- Quotes must be addressed to your Organisation, show suppliers full contact details, dated within the last 3 months, have a full description of the goods and services, and clearly show whether the total is inclusive or exclusive of GST.
- If the Organisation is unable to provide a competitive quote, a letter outlining your reasoning for this

For operational costs, you must provide:

- The last three months worth of invoices for each operational expense; or
- For seasonal clubs, the same three months they are applying for from the previous year
- Any lease agreements where applicable

For salary/wage contribution, you must provide:

- Signed employment or contractors agreement (including any variations); and
- Current position description

AUTHORISER'S ID ☐

Provide current identification for two Board / Executive Committee Members

- **Current** New Zealand Drivers licence (front **and back**) or a New Zealand Passport
- If identification is provided for a staff member, this must be accompanied by a set of Board / Executive Committee minutes confirming the persons delegated authority to authorise the application

PROOF OF EVENT ☐

For costs associated with hosting or attending an event, please provide:

- A proof / itinerary and / or flyer (of event)

If cash prizes are on offer at the event please provide a letter outlining

- The total amount of prize money on offer and the maximum an individual can win.
Alternatively, if non-cash prizes are on offer please detail what these include

LIST OF TRAVELLERS ☐

For costs associated with attending an event, please provide:

- A list of names and roles of individuals in the Team / Organisation that are expected to travel

VEHICLE LETTER OF COMMITMENT ☐

For vehicle lease or purchase, please provide:

- A signed copy of a letter of commitment confirming that the vehicle will not be used for private use

Please note that this list is not exhaustive and additional information can be requested as needed.