



2016

How to Apply

Application Guide

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BrandAdvantage

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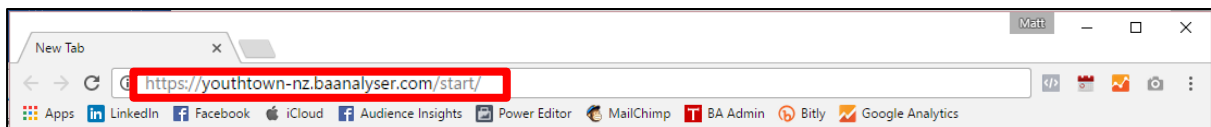
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Accessing the Grant Site

1. To start an Application

- To enter the site, enter **youhtown-nz.baanalyser.com/start/** in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example:



Let's Get Started

1. Read through the details and once you are ready to begin, click on the big button located below "Let's get Started". In this example, the button is named "Youthtown Grant")
2. This page is for providing details of the 'Location'; 'Start' and 'End' dates of the activity/project and 'Category' for Grant.
3. Once complete, click on "Get Started" at the bottom.

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Below are some of the communities we support:

- THE NET (ANNUAL GRANT RECIPIENT)
- FOREVER AND A DAY YOUTHTOWN CLUB
- YOUTHTOWN HURRY FOOTBALL
- YOUTHTOWN OUTDOORS EDUCATION PROGRAMMES
- NEW ZEALAND BLUE LIGHT (GRANT RECIPIENT)

Apply for a Grant

Welcome to Youthtown Inc

Youthtown is a nationally operated, not-for-profit organisation offering a whole 'township' of developmental activity in key communities across New Zealand for 5-18 year olds.

Since 1932, we have been empowering young New Zealanders to be the best they can be and we have evolved into one of New Zealand's leading youth development organisations.

Young people's journey with Youthtown, alongside their schooling, supplements the learning and development they receive - all of which is tonnes of fun with their peers.

We are highly regarded for the programmes we offer young people and we're committed to providing a safe environment where young New Zealanders can 'dream it, do it' with Youthtown, the Youthtown Way.

Please read the following information

Internet Browsers to use while applying: You may use any of the browsers listed below for making your application:

- Google Chrome, Mozilla Firefox, Safari or Internet Explorer 9 (or higher)

Note: If you are having problems uploading documents, please make sure you have the latest version of Flash Player which you can get by visiting <https://get.adobe.com/flashplayer/>

Criteria for applying: Before making your application, please review the [criteria for being able to apply for a grant](#) and the list of material that requires uploading and all relevant information needed to complete your application. This is all contained in the FAQs. To view, please click on the FAQs in the application toolbar above.

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Saving and leaving your application: You may leave your application at any stage, and by clicking the [Save and Next Page](#) button on any page, your application will be saved.

Re-entering your application: You may re-enter your application at any time using the [return link](#) that will be sent to you by email once you have entered your email details in the application.

Tracking your application: Once you have submitted your application, you may track its progress, add other users to your account, amend your details, and make more applications by using the [applicant portal login](#) at the top of the application tool bar above.

Confirmation of receipt: Once your application has been submitted, we will send you a confirmation email acknowledging receipt of the application and inform you when your application will be considered.

Types/Forms of ID required: For question(s) that request copies of ID from Signatories, please upload a copy of a signatories Driver's License or Passport so the [signature is visible](#).

We have 11 rounds of grants funding per year

- The Net Proceeds Committee meets monthly except for January (eleven times per year)
- The Grants meeting is generally held on the last Wednesday of the month.

IMPORTANT NOTE:

- The deadline for receiving grants is the 15th of the month prior to the next grants meeting.
- For example, if your application reaches us on or before 15th September, your application will be considered at the October Grants meeting. If your application is received by us AFTER the 15th September, it will not be seen until November's meeting.

Let's get started

To begin [click on the Youthtown Grant button below](#)

1 [YOUTHTOWN GRANT](#)

2

Start and End Dates: Your project or activity, or purchase of an asset of any kind can have the same start and finish dates if any of these occur on the same day. Please enter the 'start' and 'finish' dates accordingly.

Location: Please enter the physical address for your location below. This must include a street number in the address e.g. (55 Example Street)

This is the location of the project or activity, or if your application is for a purchase of an item, please use the office location that is making the purchase.

Is your project/activity in more than one location?
 Yes No

99 Great South Road, Papakura, New Zealand

Start date: 29 Dec 2016 Start date of the project/activity

End date: 31 Jan 2017 End date of the project/activity

Grant Category: Community

Please select Youthtown Grant.

Apply to: Youthtown Inc

3 [Get Started](#)

Start Your Application

1. Before running through the Application Steps first, fill in your applicant details (you) so we can identify who is filling in the application. These consist of your contact details etc.
2. Once completed, click the **Terms and Conditions** checkbox on the bottom. If you would like to view more details on it, you can do so by clicking on “**Terms and Conditions**” and “**Privacy Policy**” links.
3. Click “**Save and Next Page**” to proceed with the rest of the Application.

The screenshot shows the 'Start your application' page. On the left, a progress indicator shows 0%. The main form area is titled 'Start your application' and includes a progress bar, a '0%' indicator, and a 'Start your application' heading. Below the heading, there is a note about individual applications and a section for 'Person making the application to complete' with fields for First name, Last name, Position, Email, Confirm email, Phone, and Mobile. A checkbox for 'accept the Terms & conditions' is present, along with a 'Save and Next Page' button. Red dashed lines and boxes with numbers 1, 2, and 3 point to the form fields, the checkbox, and the button respectively.

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Progress
0%

Start your application
Please note that if you are an individual you may not apply to Youthtown Inc
Personal identification and uploads: As you are making this application on behalf of your organisation, you will be asked to upload photo identification for two people in Step 5 of the application to confirm their authority to make this application. You will also be asked to scan and upload a number of other documents in Step 5 and in the final step; Step 7 (a full list of these is available in the FAQ's under the 'Uploads' heading).
Reading of the questions: Please read the questions carefully, as incorrectly or incomplete answers will hold up your application. Most questions have guidance information around them to assist you.
Please complete the following:

Person making the application to complete

First name: 1

Last name:

Position:

Email:

Confirm email:

Phone:

Mobile:

accept the **Terms & conditions** and understand that it does not mean that our organisation is guaranteed to receive a grant. 2

Please note: All application information will be kept confidential and is subject to our **Privacy Policy**.

Save and Next Page ▶ 3

Get Started Email

After you have clicked “**Save and Next Page**” from the ‘Start your application’ page, you will receive an email (sent to the email address you have entered) with a link provided.

The link provides you access to your application.

RE: Grant Number 4
Dear Guy Williams,

Thank you for registering your interest in completing an application proposal with Youthtown.

This is an automated response. For your future reference please note your User Applicant Link outlined below.

User Applicant Link:
<https://youthtown-nz.baanalyser.com/return/123456789>

If at any stage you wish to log out of your grants proposal before you have completed it, please press the save function button at the bottom of the screen.

To log back in use your User Applicant Link above.

If you have any issues or queries logging in or using the application, please refer to the FAQ section housed at the top of the application. If your query is not answered within the FAQ document, then please click on the support button located at the top of the application and complete the email support request form. We will endeavour to respond the same day if your request is filed before 12 noon or the following day if your request is filed after 12 noon.

Kind Regards
Grants Administration Team
Youthtown

Note: Click on this link to return to your grants application form.

Step 1 – Organisation Details

1. Fill in Applicant Organisation details, these consist of:
 - a. Name of Applicant Organisation & Contact Details
 - b. Physical & Postal Address
 - c. Key Persons with Youthtown and a question as to whether your organisation is Operating Gaming Machines
2. Click **“Save and Next Page”** to proceed to the next step.

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Progress

10%

Step

1. Applicant Organisation Details
2. Applicant Organisation Details Pt 2
3. Age Groups and Regions
4. Communications
5. Document Upload
6. Other Funding
7. Application Details

Step 1 - Applicant Organisation Details

Please enter your organisation's full legal name. Do not use an abbreviated name, otherwise we will not be able to process your application.

Name of Applicant:

Organisation: _____

Applicant Organisation Phone:

Mobile Contact Number:

After Hour(s) Phone:

Applicant Organisation Email: (1/1)

When completing the address details below if your address does not have a suburb, please enter your town in the suburb box. Your town name will then appear twice.

If your postal address is a PO Box, please enter this manually in the fields that says Street Line 1 and then enter the balance of the details for Suburb, Town, Region, Post Code manually as well.

Street address

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Region/Prov./State:

Post/Zip Code:

Country:

Postal address

Postal address same as street address?

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Region/Prov./State:

Post/Zip Code:

Country:

Please check the above and ensure that if it is different to the street address above, ensure the correct information is entered.

Relationship with First Light Community Foundation

To the best of your knowledge do you and/or your Organisation have a relationship with First Light Community Foundation? Yes No

Please select the type of relationship:

Please enter the name or organisation of the party selected.:

Gaming Machines: Does your organisation operate gaming machines? You must select Yes No

[Save and Next Page ▶](#)

Note: If the Postal address is different to the Street address, uncheck the box and fill in the details.

Note: If the Applicant has any significant interest with Youthtown, click **“Yes”** and fill in the details.

Step 2 – Organisation Details 2 (Pt. 1)

1. Here is where you are required to provide details about your Organisation in making an application.
2. Please make sure if a question you selected drops an extra field down, fill in that field as well.
 - ↳ E.g. Selecting ‘Yes’ for being a ‘Registered Charity’; extra field drops down to fill in the registration number; etc.
3. Once all the necessary fields have been completed, click “**Save and Next Page**” at the bottom of the page to proceed to the next step.

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Progress

24%

Step

1. Organisational Details
2. Organisational Details Part 2
3. Age Groups and Regions
4. Communications
5. Document Upload
6. Funding
7. Funding Commitment

Step 2 - Organisational Details Part 2

Please ensure you provide this detail in addition to any material you may upload at the end of Step 7 in support of this application.

Please provide a brief description of your organisation and the work it does:

This Organisation works in the field of assisting the community.

10/250

Please enter the details of at least two key people in your Organisation

Full Name	Position	Email
Jim Smith	CEO	jim@email.com
Claire Jackson	CFO	claire@email.com

Is your Organisation a school? Yes No

Incorporated Society: If your organisation is an incorporated society, please enter your incorporated society number in the box below.

Incorporated Society Number:

1645024 1/1

Registered Charity: If you are a registered charity, please enter your charity number in the space provided below. The system will check your number and the name of the organisation that the registered number belongs to. If your organisation name is different from the Applicant Organisation name in Step 1, then you will need to amend the name you are applying for this grant under to enable you to apply. If the system does not allow you to proceed from this page, then you will need to proceed as a non-registered charity.

Is the organisation a registered charity?

Yes No

2 Please enter the Charities registration number

CC42764

GST: The First Light Community Foundation does not fund the GST portion of goods and services, so all applied for funds must be net of GST (no GST will be paid).

Is the organisation GST registered?

Yes No

Please enter the GST number:

1234567

Expected number of people to benefit from the proceeds of this application?

200

Note: Extra field appears for some questions; make sure these are filled in as well.

Page Continued...

8 | Page

This document is the IP of BrandAdvantage Ltd and is confidential

Step 2 – Organisation Details 2 (Pt. 2)

Is the activity or project not-for profit?

Yes
 No

Which of the following best describes the organisational structure?

A national organisation with a single board, national office and a central membership database
 A federated organisation with a national coordinating office with separate region or state associations governed by independent boards
 A regional or state community based organization
 A Local organisation
 Other
 Not applicable

How many people are employed and/or volunteer at the organisation?

Employed:

Volunteers:

What is the total number of members and/or students for your organisation?

Members/Students:

If you are unsure of the date please put the year in shown as first day of the first month of the year founded (eg. 01.Jan.1957) in the date founded box below

What date was your organisation founded?

Please provide the details of what you are applying for:

We are applying for funding to support our community programmes for youth assisting the elderly in rest homes allowing them to be able to spend more time partaking in activities and exercises with the volunteers.

We are seeking funding for:
 Projector and screen equipment.
 Additional tables and chairs.
 Food and drink items for the volunteers and elderly.

Please select the type of work that the Organisation is requesting funding approval for

Activity ▼

-- Please Select --

Project

Activity

Asset Purchase

Organisational Costs

Equipment

Facilities

Travel

Other

If Other, please provide a brief description:

Note: Only type in a brief description here if you have selected 'Other' from the type of approval you are requesting funding for.

23/250

Note: You can click on the bottom right of the text area and drag to enlarge to view more content as you type it in.

Note: You can click on “Save and Previous Page” any time to save the details you have completed and go back to the last page you were on.

◀ Save and Previous Page Save and Next Page ▶

3

Step 3 – Age Groups and Regions

1. Select which 'Age Groups' will be affected by the application request.
2. And the 'area/region' it would apply to by entering the address.
3. Once all the necessary fields have been completed, click "Save and Next Page" at the bottom of the page to proceed to the next step.

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Progress
37%

Step 3 - Age Groups and Regions

Age Groups Affected
Which Age Group will this application be affecting?

- Select all
- Youth
- Adult
- Elderly

What area/region would the grant be applied to?
Auckland, New Zealand


◀ Save and Previous Page | **Save and Next Page ▶**

3

Step 4 – Communications


1. This step describes the use of the Youthtown signage and other media applications. More information would be provided by the Grant Organisation if required.
2. If you have a website or Facebook page, complete the fields stating your website address and number of followers you have on your Facebook page. Include a brief description of how you would recognise the contribution from Youthtown for the bottom question.
3. Click “Save and Next Page” at the bottom of the page to proceed to the next step.

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Progress



46%

Step

- 1. Organisational Details ✓
- 2. Organisational Details Part 2 ✓
- 3. Age Groups and Regions ✓
- 4. Communications
- 5. Document Upload
- 6. Funding
- 7. Funding Commitment

Step 4 - Communications

As a Grant organisation, we do not require branding, signage, or other media acknowledgements. If any of the above is supplied, it will not affect the success of your application.

Youthtown publishes our grant results and promotes some of the organisations we have supported on our website and in other publications.

We also allow some of our applicant organisations to be able to use our logo if they wish. As part of submitting this application, your organisation is agreeing to allow the use of your organisation's name, logo, and images associated with the activity or project this grant would be supporting.

If any signage or branding is supplied and your application is successful, we will provide the required logo or material separate to the grant.

Please answer the following:

Website and Social media

Is there a website?

Yes
 No

What is the web address?

Does the organisation have a Facebook page?

Yes
 No

How many followers do you or your organisation have? (insert hard number):

If your application is successful, how would you recognise the contribution of (Please provide a brief explanation):

We will include a Youthtown Logo and statement on our website and banners giving thanks and acknowledgement for your assistance in the activity...

28/400


[◀ Save and Previous Page](#)
Save and Next Page ▶

3

Step 5 – Documents Upload (Pt. 1)


1. This is where you are required to upload all documentation (e.g. Certificate of Incorporation; Accounts; etc.) that is necessary for the application. To upload select “**Choose File**”.
2. You may upload as many files deemed necessary; make sure you name the files as described.
3. A full list of all Uploads required is contained in the FAQ’s
4. Once you have finished uploading, click “**Save and Next Page**” at the bottom of the page to proceed to the next step.

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Progress



68%

Step

1. Organisational Details	✓
2. Organisational Details Part 2	✓
3. Age Groups and Regions	✓
4. Communications	✓
5. Document Upload	
6. Funding	
7. Funding Commitment	

Step 5 - Document Upload

As part of completing this application for funding, you are required to provide all your supporting documentation, **without these being uploaded, your application will not be considered.** If you have any further questions about uploads please see FAQ's. Please rename your uploads to match the document.

Certificate of Incorporation: Please upload a copy of your certificate of incorporation. Please name the upload Certificate of Inc

Certificate of Incorporation

	Documents
Certificate of Incorp.docx Remove	
Choose file...	

Minutes of the committee/executive meeting: Minutes must be certified as true and correct and signed by the Secretary/Chairperson or other executive member. If your minutes contain reference to the Trust you are applying to or for and specifies the authorised purpose, then you do not need to upload the Resolution requested below. Please name the upload Minutes

Minutes of the committee/executive meeting

	Documents
Minutes.docx Remove	
Choose file...	

Resolution: This must include the name of the Trust, the authorised purpose and the amount applying for. Please name the upload Resolution

Resolution

	Documents
Resolution.docx Remove	
Choose file...	

List of Committee Member's full names: Provide a full list of all of the committee member's full names. Please name the upload Committee Members

Committee Members Names

	Documents
Committee Members.docx Remove	
Choose file...	

1 Choose file...

2 Committee Members.docx Remove

Note: Name the uploads as described.

Page Continued...

Step 5 – Documents Upload (Pt. 2)

Organisation's Constitution/Trust Deed/Rules/Code of Conduct: You must include a copy of your Organisations Constitution or Trust Deed. If your organisation is a sports club, please provide your Rules or Code of Conduct. Please name the upload RCOC

Constitution/Trust Deed/Rules/Code of Conduct

Documents	
RCOC.docx Remove	
Choose file...	

Endorsement letter from the Principal: Endorsement letter signed by the Principal. Please name the upload Principal's Letter

Endorsement letter from the Principal

Documents	
Principals Letter.docx Remove	
Choose file...	

Proof of Event/Names and roles of people travelling: If your application involves costs for team travel and event costs, please upload proof of the flyer/invite/entry form and names and roles of people travelling. Please name the upload Event Details

Proof of Event Details

Documents	
Event Details.docx Remove	
Choose file...	

IRD Tax Exemption Certificate: Does your organisation hold an Income Tax Exemption Certificate issued by IRD? Please name the upload Tax Certificate

IRD Tax Exemption Certificate

Documents	
Tax Certificate.docx Remove	
Choose file...	

Vehicle Letter of Commitment: If your application includes applying for funding for a vehicle, then a letter confirming the non-private use of the vehicle is required. Please name the upload Letter of Commitment

Letter of Commitment

Documents	
Letter of Commitment.docx Remove	
Choose file...	

In addition to the above uploads, you will also be asked in Step 7 (final step) to upload quotes for the items of expenditure that you are seeking a grant for and to upload copies of signed employment contracts for any salary or wages applied for.

3

[◀ Save and Previous Page](#)

[Save and Next Page ▶](#)

Click to proceed after files have been uploaded.

Step 6 – Funding

1. Funding details for Applicant Organisation to be completed here. Fill in details of current funds and what you are requesting for.
2. Once all the necessary fields have been completed, click “**Save and Next Page**” at the bottom of the page to proceed to the next step.

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Progress

75%

Step

- 1. Organisational Details ✓
- 2. Organisational Details Part 2 ✓
- 3. Age Groups and Regions ✓
- 4. Communications ✓
- 5. Document Upload ✓
- 6. Other Funding
- 7. Application Details

Step 6 - Other Funding

Is Youthtown the only gaming trust you have applied for funding for the same purpose?

Yes
 No

What level of funder would Youthtown be?

Lead Funder (level 1) ▾

Please provide details of current funders your organisation has applied to for the same purpose:

Applied for assistance funding for activity items required with Red Charity Trust as well.

How much money has the Organisation raised for this project outside of this application? (NZD \$):

\$1,000.00

How much more funding does the Organisation need to raise to complete the project, outside of this application? (NZD \$):

\$9,000.00

How does the Organisation intend to raise the balance of the funds needed?

We will raise the rest of the funds through fund raising from the local community with volunteers with donation collecting buckets.

If the Organisation already has funds available, why are they not being used for this project/activity?

We currently do not have all the necessary funds to undertake our activity.

Note: Only list the top 5 funding assistance details the Organisation has received.

Please provide details of any funding assistance the Organisation has received for all projects in the last 12 months.

Description	Amount (NZD \$)	
Donations & Fundraising	\$1,000.00	Remove

[Add Description](#)

Will there be any significant changes to the Organisation's financial situation in the next 12 months?

Yes
 No

◀ Save and Previous Page
▶ Save and Next Page ▶
----- 2

1

Fill in funding details.

2

Step 7 – Funding Commitment (Pt. 1)

Final step requires details of the ‘funding commitment’ for the grant application.

Make sure:

1. Bank Account details are correct with the right account number typed in. (Type in twice to ensure that they are matching.)
2. Correct quotes and documentation are uploaded and named as described (‘Preferred Quote’; ‘Competitive Quote’; etc.)
3. Fill in the grids with ‘supplier’ details; list each item and the cost of them; select the appropriate documentation to support each cost/item. (Make sure the ‘Requested Amount’ columns equal to the amount of funding being requested.)
4. Go through the fine print; once everything has been completed, check the box to agree with the compliance statement; include two other people with ID uploads.
5. Enter your name and click **“Submit Application”** at the bottom to submit the application.

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Progress

89%

Step

1. Organisational Details	✓
2. Organisational Details Part 2	✓
3. Age Groups and Regions	✓
4. Communications	✓
5. Document Upload	✓
6. Other Funding	✓
7. Application Details	

Step 7 - Application Details

Is the grant for a single, one-off activity/project, or is it for a longer period? Choose the option that best fits your activity/project timeframe.
Important Note: The duration of the Grant you are submitting can be no more than 1 year.

What is the term of the grant?

1 time project/activity ▾

Please enter the name of your bank (as shown on your bank deposit slip) and branch. e.g. Westpac Bank - Hamilton

The Name of your Bank and Branch

Please enter your bank branch name:

ANZ - Newmarket

Please ensure your bank account name matches your deposit slip you have uploaded.

Please enter your bank account name:

Auckland Resthome Support

Please enter your organisation's bank account (corresponding to the deposit slip uploaded in step 5)

Bank account details: ** **** ***** **

Confirm details: ** **** ***** **

Project Cost

What is the total cost of the project/activity? Not just the amount you are seeking in this application, but the full amount of your project or activity rounded down to the nearest whole dollar (excluding GST).

What is the total cost of the project? (NZD \$):

\$10,000.00

Requested amount

Will the items you are requesting funding for remain in the applicant organisation's ownership?

Yes
 No

Date Funding is Required by

What date is funding required by?

29 Nov 2016

1

Bank Acct. Details

Note: Ensure ‘both’ bank account numbers match so that funds granted will go to the right account.

Page Continued...

Step 7 – Funding Commitment (Pt. 2)

Two quotes are required for each item that you are requesting funding for; being your preferred quote and a competitive quote. Please note that you must provide a competitive quote with your application. The only exception for this is when there is no competitive quote available, for example there is only one supplier in New Zealand. You must upload a letter explaining the reason for only providing one quote in the competitive quote document upload.

If you have more than one employment contract that you are applying for, please upload all contracts. All quotes must be less than 3 months old, be addressed to the applicant group and contain full supplier details (name, address, telephone, GST status, on that organisation's letterhead, etc) and must show the GST amount. Emailed quotes may be acceptable from reputable suppliers. Website quotes are not acceptable. If you are applying for funding for salaries, include a copy of the signed contract and any variations to the contract.

In the space below, please upload the preferred and competitive quotes for the items you are requesting and for each employment contract you are requesting funding for.

Quotes and/or Employment Contracts and Job Descriptions

Preferred Quote(s) & Competitive Quote(s)

Documents

Competitive Quote.docx [Remove](#)

Preferred Quote.docx [Remove](#)

[Choose file...](#)

Employment Contract(s)

Documents

Employment Contract 1.docx [Remove](#)

[Choose file...](#)

2

Note: Correct files/documents uploaded with the appropriate names for each file. You can upload as many as required.

In the grids below, please enter the exact amount of the costs you are applying for, excluding GST, as the trust does not pay GST. If multiple items are on the quote, please enter all items on a separate line.

Salary timeframe refers to the length of time the salary or wages are applied to; i.e. 1 August - 31 December 2016. The requested amount is how much you are seeking of the full salary.

Will the funds requested in this application be used for (please select one or both):

- Project/Activity Costs
- Salary/Wages

Please enter quotes for the items required:

Item	Preferred Quote (\$)	Preferred Quote File	Competitive Supplier	Competitive Quote (\$)	Competitive Quote File	Requested Amount (\$)
Projector and Screen	5000.00	Preferred Quote d	C Electro	4500.00	Competitive Quote	4000.00
Tables and chairs	2000.00	Preferred Quote d	C Furni	1000.00	Competitive Quote	2000.00
Food and drinks	2000.00	Preferred Quote d	C Food	1000.00	Competitive Quote	2000.00

3

All items listed with amount values and Quote files selected.

Note: Ensure total amount of funding required totals the 'Requested Amount' from the grids above.

Total Requested: \$8,000.00

Salaries required with quotes:

Employee Name and Position	Salary Timeframe	Salary Amount (\$)	Salary File	Requested Amount (\$)
Tester Employed	1 month	1000.00	Employment Cont	1000.00

Total Requested: \$1,000.00

Please enter the total amount of funding that this application is for to confirm the values you have entered in the above grids. (NZD \$):

\$9,000.00

Any funds granted must be spent within 6 months.

When do you intend to spend the balance of funds applied for, by?

29 Nov 2016

Page Continued...

Step 7 – Funding Commitment (Pt. 3)

Why did the Organisation choose to approach the Trust for assistance?

We approached Youthtown for assistance because of the willingness you have in assisting with the elderly and local community.

Other relevant information that would be helpful to know in assessing the proposal?

Our volunteers have a long relationship with the rest home and we also assist with other events to promote the awareness of looking after other elderly within our local community.

Fill in details of why you chose Youthtown for assistance and any other relevant information that may be useful

If there is any other relevant information that would be helpful for us to know in accessing this proposal, please upload it here:

Attach any supporting documents here

Choose file...

Any attachments must be in Word, PDF, PowerPoint or an image file to a maximum file size of -1296MB

Please check this application before submitting.

Declaration

To complete the declaration and consents below, please type in the names of two people who have provided the uploaded identification (driver's licence or passport). Please ensure these are the photo/signature side of or your licence or, for a passport, the photo/signature page.

Name 1:
Steve Jobs 2/10

Position of person 1:
Secretary 0/10

Name 2:
Bill Gates 2/10

Position of person 2:
Committee Member 0/10

4

Ensure the Names, positions and IDs of the people have been filled in with the correct files (with the photo side showing) uploaded for both.

Proof of Identity: 2 people authorised to make this application must provide a scan of either a driver's licence or a passport (picture and signature page or side of each). Please name the upload ID Full Name of Person

Proof of Identity

Documents

ID Name of Person.docx [Remove](#)

Choose file...

Page Continued...

Consent to Audit

- We agree to comply with requests from an officer from the Department of Internal Affairs (DIA) for additional information in relation to how any monies received by us from the Grants Organisation have been spent. We also agree that an officer from DIA may direct an audit or inspection of our books, accounts, or data systems. We agree that the audit or inspection will be carried out in a manner approved by DIA, within the time frame specified by them.

Statement to Comply with the Provisions of the Privacy Act 1993

The personal information above is collected, and will be held by the Grants Organisation for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold. We the applicant, allow the Trust to collect information about our organisation from third parties in respect of this application.

- I certify that the information provided in this application form is true and correct to the best of my knowledge. I have the authority to make the application on behalf of the Organisation. I agree to the Consent to Audit and Privacy Act declarations.

If you have already paid a deposit that is part of the funding you are seeking in this application or funding is spent any time prior to this application being approved and made available to you, we are unable to support that request. You may apply for the balance of funding.

Please confirm that no funds being sought have already been spent by you.

- No funds have been spent or committed

Enter your name in the text box:

Joe Bloggs 2/10

◀ Save and Previous Page

Submit Application ▶

Tick the check box to comply with Consent to Audit and Privacy Act.

To confirm that No funds have been spent, click the circle on the left.

Fill in your name as the person who completed the form and click "Submit Application" to send through the application for review.

4

Application Submitted Email

Once you have completed your application, filled in all the necessary details and clicked on “**Submit Application**”, an email notification will be sent to you.

This email contains two links:

1. Download you Submitted Application Form.
2. Application Dashboard link.

Application Reference Number: 4

Thank you for registering your completed grants application.

We acknowledge your completed application and we will respond to you through the email address that you have provided as part of your contact details contained within your grants application. Should we require any additional information or if there is any incomplete information we still require or if any part of your application does not comply with our rules then we will be back in touch via the email address you have provided in your application.

We will endeavour to provide a response within the next **30** working days, including when the application will be reviewed by the Trust. Please understand that our response time may be longer if we receive a higher number of applications or if a public holiday falls within the **30** day period.

You can download the submitted application form here:

<https://youthtown-nz.baanalyser.com/application/pdfs/123456789> **1**

If at any time you would like to view the progress or details of your application, you may do so on the Youthtown Applicant Dashboard which can be accessed via our Organisations website or you can follow this link:

<https://www2.baanalyser.com/applicant-org/login> **2**

Applicant dashboard (View Pg. 21 for more details)

Thank you again for your application and we wish you every success.

Kind Regards

Grants Administration Team

Other Things to Note

1. At any time of the application process, you can return to the last step by selecting “**Save and Previous Page**” located at the bottom of the page for each step; this also saves all the details you have completed in the page as well.
2. Similarly, you can go to a particular step by *clicking* it on the *left* where it lists each step.
3. Once a step has been completed, you will see a tick next to it indicating all necessary fields has been filled in.

SUPPORTED BY
DREAM IT, DO IT WITH
YOUTHTOWN

Home | FAQs | Support | Login

Progress

Step

- 1. Organisational Details
- 2. Organisational Details Part 2
- 3. Age Groups and Regions
- 4. Communications**
- 5. Document Upload
- 6. Funding
- 7. Funding Commitment

Step 4 - Communications

As a Grant organisation, we do not require branding, signage, or other media acknowledgements. If any of the above is supplied, it will not affect the success of your application.

Youthtown publishes our grant results and promotes some of the organisations we have supported on our website and in other publications.

We also allow some of our applicant organisations to be able to use our logo if they wish. As part of submitting this application, your organisation is agreeing to allow the use of your organisation's name, logo, and images associated with the activity or project this grant would be supporting.

If any signage or branding is supplied and your application is successful, we will provide the required logo or material separate to the grant.

Please answer the following:

Website and Social media

Is there a website? Yes No

What is the web address?

Re-Accessing your Current Incomplete Application

1. Should you have exited your current grant application unintentionally, you can access it again by clicking on the link that has been sent to you in your “Get Started Email”. The procedure is the same so make sure you follow the steps as detailed in Page 6 of this guide.

RE: Grant Number 4
Dear Guy Williams,

Thank you for registering your interest in completing an application proposal with Youthtown.

This is an automated response. For your future reference please note your User Applicant Link outlined below.

User Applicant Link:
<https://youthtown-nz.baanalyser.com/return/123456789>

If at any stage you wish to log out of your grants proposal before you have completed it, please press the save function button at the bottom of the screen.

To log back in use your User Applicant Link above.

If you have any issues or queries logging in or using the application, please refer to the FAQ section housed at the top of the application. If your query is not answered within the FAQ document, then please click on the support button located at the top of the application and complete the email support request form. We will endeavour to respond the same day if your request is filed before 12 noon or the following day if your request if filed after 12 noon.

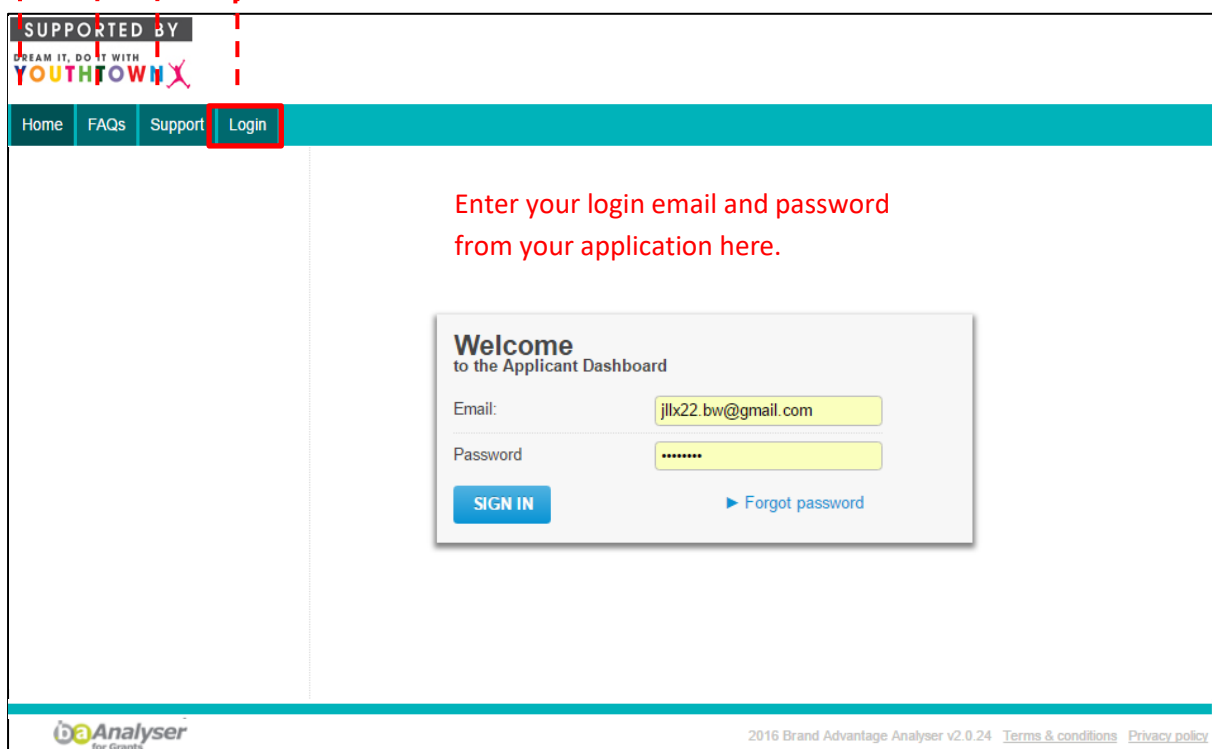
Kind Regards
Grants Administration Team
Youthtown

Applicant Dashboard – Start

This is the Grants home page of Youthtown where you can login to view your Applicant Dashboard.

Links you can click in this page:

1. Homepage of Youthtown Grants application
2. Frequently Asked Questions
3. Requesting for Support link
4. Login to view and manage your application(s) and Accountability Report(s); your Applicant Dashboard.



Important Note:

If this is your first time logging in, you will see the below box asking you to assign a password. Once you have allocated a password, you can then use the new password assigned to login and view your application details.



The screenshot shows a form for assigning a password. It has three input fields: 'Email' (pre-filled with 'joel@brandadvantage.com'), 'New Password', and 'Confirm Password'. A blue 'SAVE' button is located at the bottom left of the form and is highlighted with a red box.

Assign a password and click **Save** for first time users.

Applicant Dashboard Page

Once you have signed in, this is what your Applicant Dashboard looks like. On the left side of the menu where you can click in, you can manage and edit your:

1. **Personal Information** – View applicant/user details.
2. **Manage Organisations** – View applicant organisation details.
3. **Manage Users** – View system users.
4. **Current Application** – View details of current application.
5. **Current Grants** – View a list of Approved grants.
6. **Accountability Reports** – Required to complete if you receive an email notification indicating your application status as approved.
7. **Application History** – View the history of current application.
8. **Creating a new Application**

Personal Information	1
Manage Organisations	2
Manage Users	3
Current Application	4
Current Grants	5
Accountability Reports	6
Application History	7
Create Application	8



Home	FAQs	Support	Login
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- Personal Information
- Manage Organisations
- Manage Users
- Current Application
- Current Grants
- Accountability Reports
- Application History
- Create Application

Home Page

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

View the progress of applications you have submitted.

View information concerning Grants which you have been approved for.

Access the accountability reports forms to fill in the required information following the close of your funded endeavours.

View previous applications which you have submitted.

Go straight to make an new applications using infomation populated from your dashboard.

If you have any questions regarding the Applicant Dashboard or application process please see our FAQs page or contact our support team.

End of Guide.