



**MAINLAND
FOUNDATION**
Proud to Support Our Community

How to Apply

Application Walkthrough Guide



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Accessing the Grant Site

1. Starting an application

- To enter the site, enter <https://mainlandfoundation-nz.baanalyser.com/start> (or click on the link) in the address bar (top of page) of your web browser. We will be using “Chrome” for this guide.

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 “Mainland Foundation”
2. This page is for providing details of the “Location”; “Start” and “End” dates of the activity/project and “Category” for the Grant.
3. Once completed, click on the “Get Started” at the bottom of the page.



The screenshot shows the Mainland Foundation online application page. At the top, there is a navigation bar with links for Home, FAQs, Support, and Login. Below this is a welcome message and a brief overview of the foundation's mission. The page is divided into several sections, each with a representative image and a title: Community, Amateur Sport, Education & Training, Community and Culture, and Social Services. A central information box contains details about grant rounds, application requirements, and a list of frequently asked questions. At the bottom, there is a 'Let's get Started' section with a 'MAINLAND FOUNDATION' button (callout 1) and a form (callout 2) for entering location, start/end dates, and selecting a funding category. A 'Get Started' button (callout 3) is located at the bottom of the form.

Welcome to the Mainland Foundation online application

The Mainland Foundation is an independent hotel-based society licensed to operate gaming machines in hotels and taverns, raising money for distribution to the Community. Our Net Proceeds Committee generally meets twice a month to consider applications.

The Foundation maintains an open and equitable funding regime that enables non-profit organizations such as sports clubs, cultural groups, and community-based societies or trusts to apply for funds through a transparent and efficient application process.

Mainland Foundation provides Grant support for any Applicant if their location, or event/activity location is in an area where we [have venues](#). Click [here](#) for a full list of our venues. **PLEASE** check your location against the list of venues located in the link above. You **may still** be eligible if your project/activity address is in an area we support even if your physical address is outside those areas.

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

You will need to upload documents as you complete your application; therefore, we suggest that you have these scanned and saved on your computer before you begin. A full list is in the FAQ's.

In undertaking an application, you will see the below icon appear above questions. Please click in the icon and read the information before completing the question.

We have 22 grant rounds per year. Limited rounds over December/January.

- Completed grant applications must be received by the Mainland Foundation Grants Office on or before the closing date shown on the website. Click Here
- The Board meets to consider all applications received twice a month.
- Any application submitted after the closing date will not be considered until the next round of funding is open.
- We endeavour to pay grants to successful applicants within 10 working days of the grant round.

Please read the following information:

- All communication regarding your application will be sent to you by email, through our online system.
- You may re-enter your application at any time using the return link that will be sent to you.
- Each step must be completed in full before you can save and navigate to another page.
- Please use the following Internet browsers when making an application:
 - Google Chrome, Mozilla Firefox, Safari or Internet Explorer 9 or higher.
- Once your application has been submitted, we will send you a confirmation email acknowledging receipt of the application.
- Once you have submitted your application, an email will be sent to you, so you may track its progress.

Let's get Started

In applying online, the earliest grant meeting date where your application will be considered will be the 12th of March 2019

You must **CLICK** on the [Mainland Foundation](#) button below and commence your application.

1 MAINLAND FOUNDATION

Enter a location

Start date: [] First day of activity/project

End date: [] Last day of activity/project

The fund offers grants under the following categories, please select yours:

Funding Category: [Please select one...]

Your application will be forwarded to the site nearest to your location.

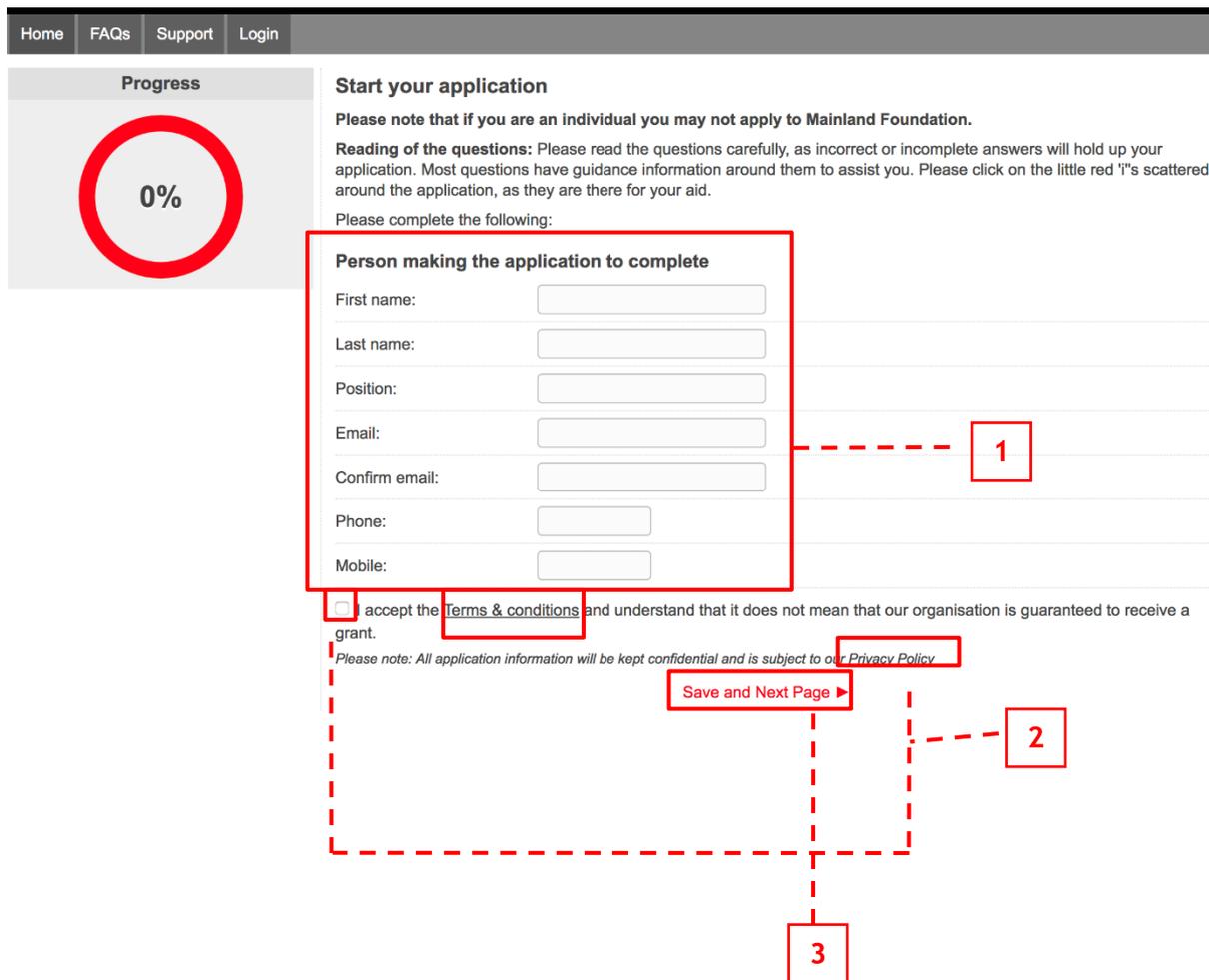
Apply to: [Select a location...]

2

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 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 the “**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' section displays a red circle with '0%' inside. The main content area is titled 'Start your application' and includes a warning: 'Please note that if you are an individual you may not apply to Mainland Foundation.' Below this is a 'Reading of the questions' instruction. The form asks to 'Please complete the following:' and lists fields for 'Person making the application to complete': First name, Last name, Position, Email, Confirm email, Phone, and Mobile. A red dashed box labeled '1' encloses the Email and Confirm email fields. Below the form is a checkbox for 'I accept the terms & conditions' (labeled '2') and a link to 'Privacy Policy' (labeled '3'). A 'Save and Next Page' button is also present.

Step 1 – Organisation Details

1. Fill in Applicant Organisation details, these consist of:
 - a. Name of Applicant Organisation & Contact Details
 - b. Physical address
 - c. Postal address
 - d. **Please Note:** if the postal address is the same as the street address, please click on the checkbox located next to the question.
2. Click “Save and Next Page” to proceed to the next step.

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Progress



10%

Step

- 1. Applicant Organisation Details
- 2. Additional Details
- 3. Age Groups and Regions
- 4. Communications
- 5. Document Upload
- 6. Funding Information
- 7. Funding Request

Step 1 - Applicant Organisation Details

For more information or explanation, on name registration, click the icon 

Name of Applicant:

Organisation: _____

Applicant phone:

For more information or explanation surrounding the Organisation's street address, click the icon 

Street address

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Post/Zip Code:

Country:

For more information or explanation on the postal address, click the icon 

Postal address

Postal address same as street address?

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Post/Zip Code:

Country:

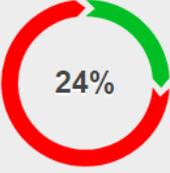
Save and Next Page 

Step 2 – Organisation Details 2 (Pt. 1)

1. If your organisation is a school, please click on the 'yes' button and put in the school's decile rating. If your organisation is not a school, please click on the 'no' button.
2. When answering this question please provide a brief description of the organisation and the work that your organisation does.
3. When completing this question, please enter the details of at least two people in your organisation. Details range from their full name, their position and their emails.
4. If your organisation is affiliated, regionally or nationally, please click yes and enter the organisation that your affiliated with in the pop-up text box.

Home FAQs Support Login

Progress



24%

Step

1. Applicant Organisation Details ✓
2. Additional Details
3. Age Groups and Regions
4. Communications
5. Document Upload
6. Funding Information
7. Funding Request

Step 2 - Additional Details

Is your Organisation a school? Yes No

Please state the decile rating.

Please provide a brief description of the Organisation and the work it does.

Please enter a brief description of your organisation and the type of work it does

For more information or explanation surrounding key contacts, click here. ⓘ

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

Full Name	Position	Email
Tom Smith	CEO	example@example.com
Sally Lu	Manager	example.2@example.com

Is your organisation affiliated to a regional or national association?

Yes
 No

Please enter the name of the organisation you are affiliated with:

Page Continued...

Step 2 – Organisation Details 2 (Pt. 2)

5. If your organisation is a registered charity, please click on the ‘yes’ button, followed by entering your registered charities number in the pop-up text box that presents once you have clicked yes.
6. If your organisation is an incorporated society, please click on the ‘yes’ button, followed by entering your incorporated societies number in the pop-up text box that presents once you have clicked yes.
7. If your organisation is GST registered, please click the ‘yes’ button, and enter your GST number in the pop-up text box that presents once you click on the ‘yes’ icon.

If there is an issue with your Charities Registration click on the icon. 

Registered Charity: If you are a registered charity, please enter your charity number in the space provided below. The system will automatically check your number against your organisation name. If your organisation name differs from the Applicant name you have entered in Step 1, then you will need to amend the name, to be the name shown in the charities register, to be able 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

Please enter the Charities registration number.

CC178261

5

If there is an issue with your incorporated Societies Registration, click the icon. 

Incorporated Society: If you are an incorporated society, please enter your Incorporated Societies number below. The system will automatically check your number against your organisation name. If your organisation name differs from the Applicant name you have entered in Step 1, then you will need to amend the name, to be the name shown in the Incorporated Societies register, to be able to apply. If the system does not allow you to proceed from this page, then you will need to proceed as a non incorporated.

Is the organisation an incorporated society?

- Yes
 No

Please enter the Incorporated Societies Registration number.

6

For further explanation on GST, please click on the icon. 

GST: Mainland Foundation does not fund the GST portion of goods and services for any Organisation that is GST registered, all applied for funds must be net of GST (no GST will be paid).

If you are not GST registered, and if you are successful, then Mainland Foundation will pay the full GST inclusive amount of your compliant and approved application value.

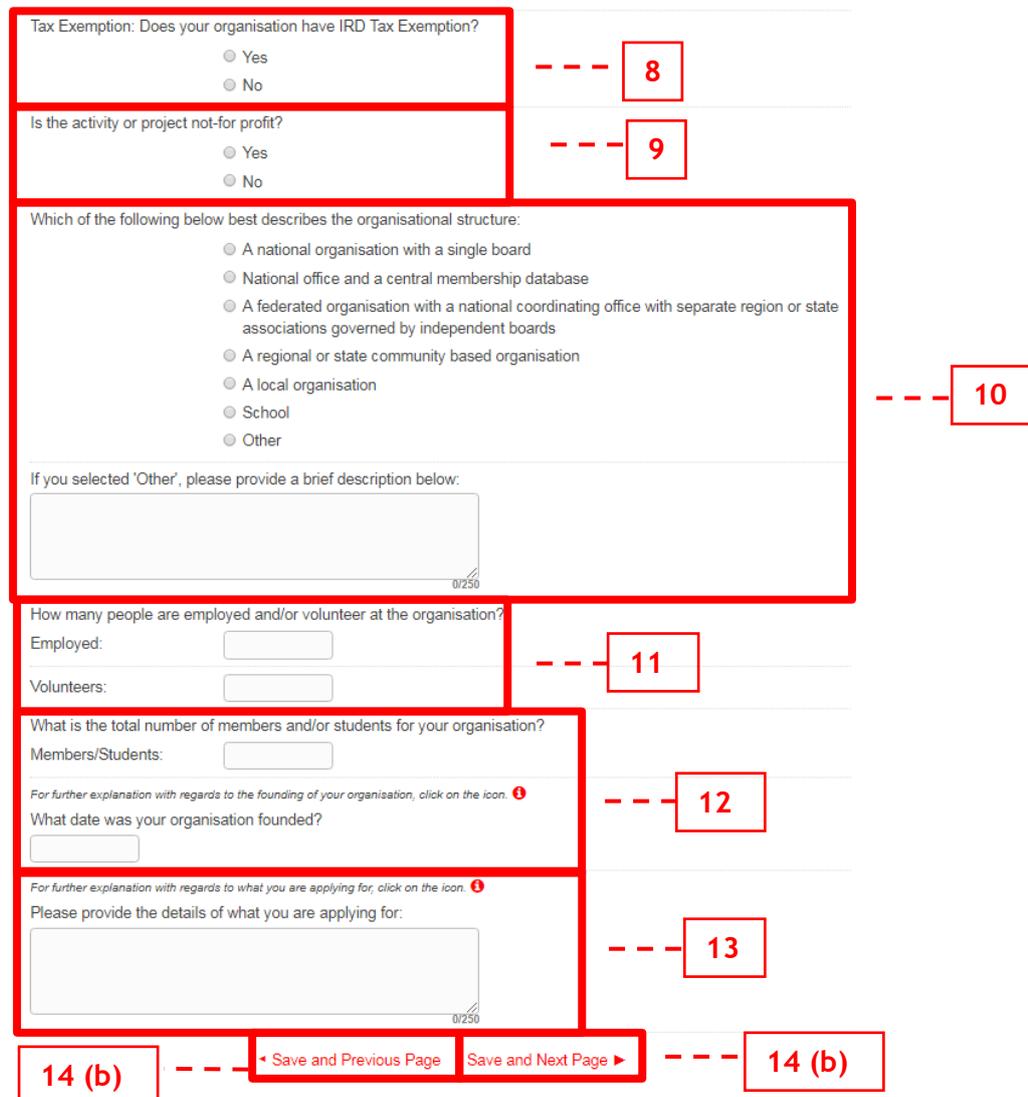
Mainland Foundation requires you to know if your organisation is GST registered. Please be aware that Grants are GST exclusive for GST registered organisations.

Is the organisation GST registered?

- Yes
 No

7

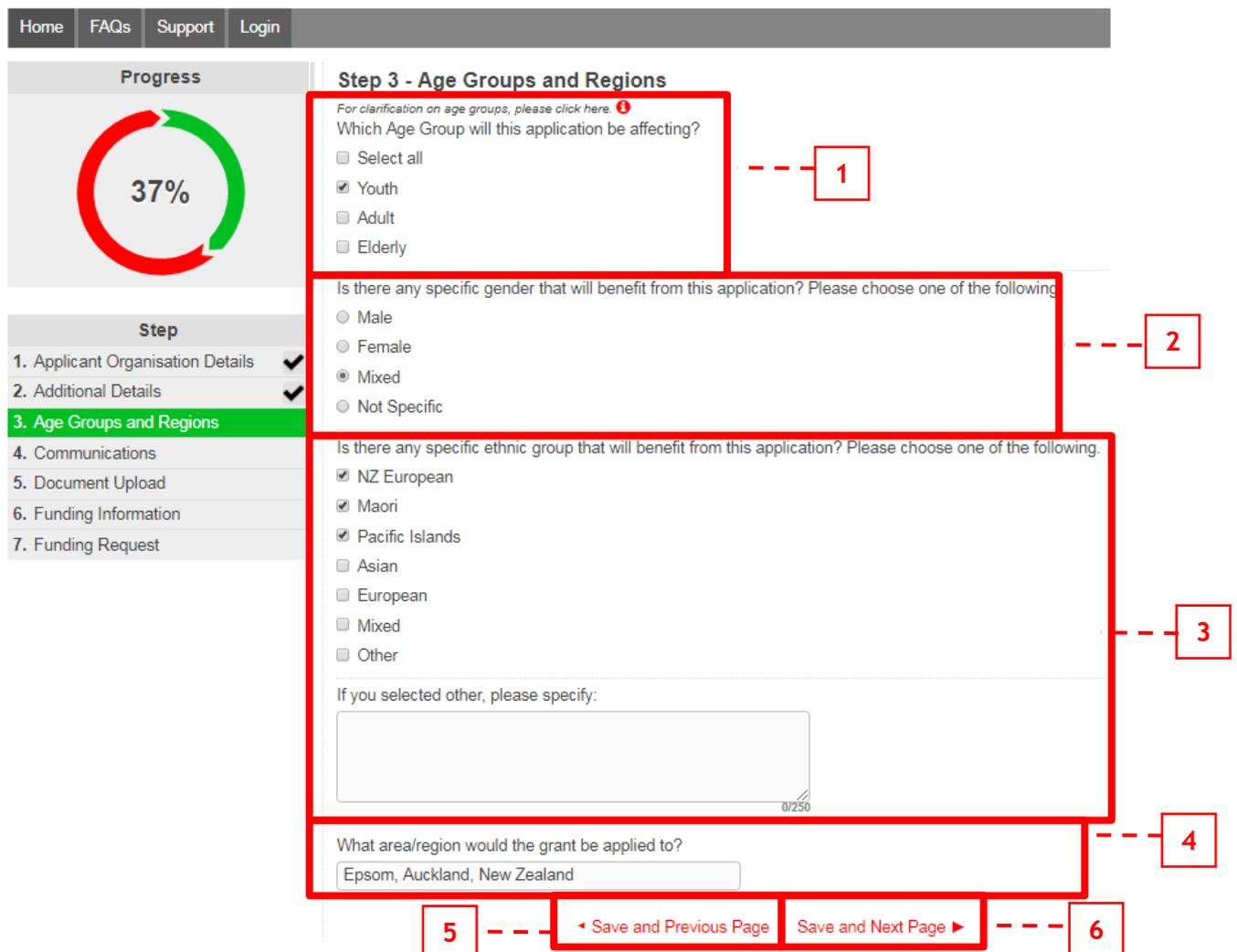
8. If your organisation IRD Tax Exemption, please click the 'yes' button.
9. If the activity or project is not-for-profit, please click the 'yes' button. If it is not, click the 'no' button.
10. This question is orientated around the structure of your organisation. Please select which organisation best matches the structure of your organisation. If none of them provide a close match, please select the 'other' option, and provide a brief description of your organisation's description.
11. These questions are simply asking for how many people you have employed in your organisation and how many volunteers are assisting your organisation.
12. Additionally, these questions are asking for how many members/students your organisation has and the date your organisation was founded.
13. This question is compulsory as its crucial for your application. You are to provide the details of what you are applying for.
14. (a) To save and go to the previous page please click 'Save and Previous Page'.
(b) To save and go to the next page, please click 'Save and Next Page'.



The screenshot shows a web form with several sections. Red boxes highlight specific areas, and dashed lines connect them to numbered callouts (8-14) on the right side of the page. The form includes radio buttons for yes/no questions, a list of organizational structures, text input fields for employee and volunteer counts, a date field for the organization's founding, and a large text area for details of the application. At the bottom, there are two buttons: 'Save and Previous Page' and 'Save and Next Page', with callout 14 (b) pointing to the 'Save and Next Page' button.

Step 3 – Age Groups and Regions

1. Select which “Age Groups” will be affected by the application request.
2. Select the specific gender that will benefit from this application. If you do not know the specific gender, please select ‘not specific’.
3. Please select the specific ethnic group that will benefit from this application. If the specific ethnic group is not in the list present, please select ‘other’ and specify the ethnic group in the text box below the question.
4. Enter the area/region that the grant would be applied to.
5. To save and go to the previous page please click ‘Save and Previous Page’.
6. To save and go to the next page, please click ‘Save and Next Page’.

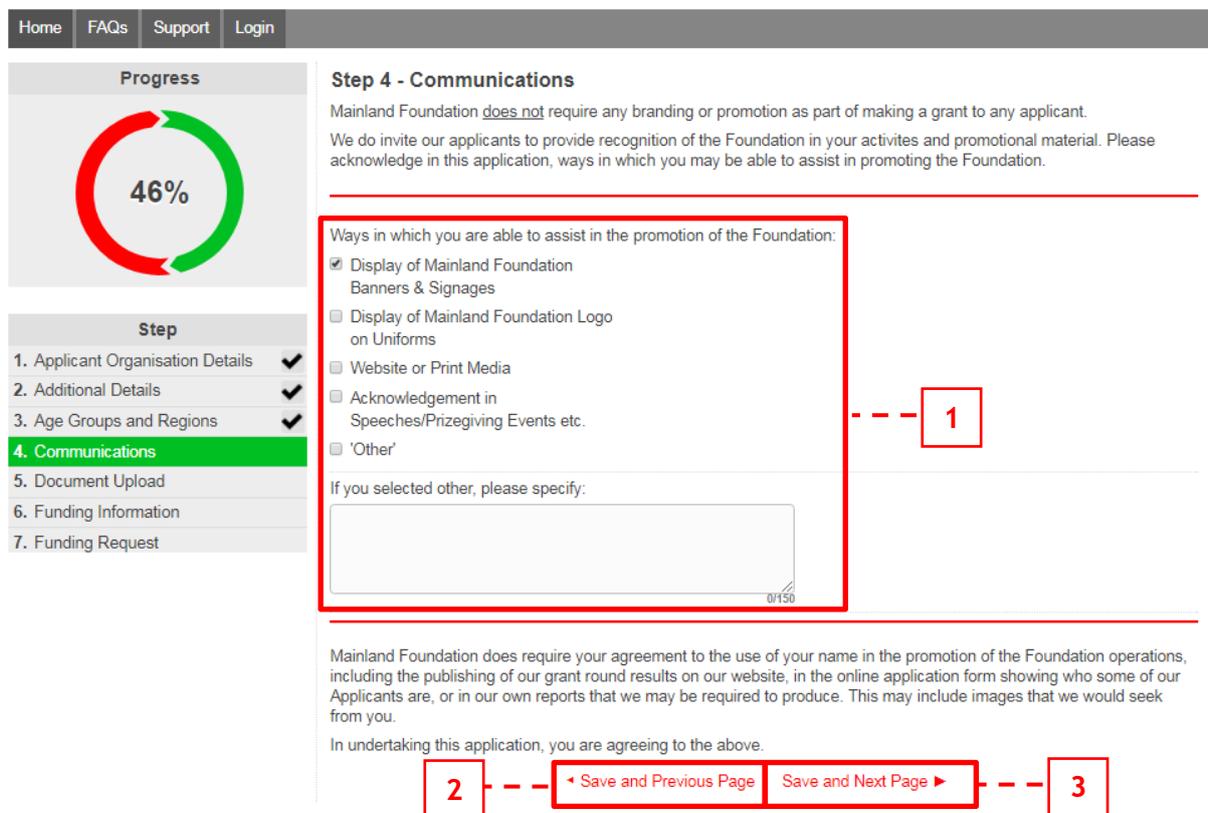


The screenshot shows the 'Step 3 - Age Groups and Regions' form. On the left, a progress indicator shows 37% completion. A sidebar lists steps: 1. Applicant Organisation Details, 2. Additional Details, 3. Age Groups and Regions (highlighted), 4. Communications, 5. Document Upload, 6. Funding Information, 7. Funding Request. The main form area contains the following sections:

- Section 1:** 'Which Age Group will this application be affecting?' with radio buttons for 'Select all', 'Youth' (checked), 'Adult', and 'Elderly'. Callout 1 points to this section.
- Section 2:** 'Is there any specific gender that will benefit from this application? Please choose one of the following' with radio buttons for 'Male', 'Female', 'Mixed' (checked), and 'Not Specific'. Callout 2 points to this section.
- Section 3:** 'Is there any specific ethnic group that will benefit from this application? Please choose one of the following.' with radio buttons for 'NZ European' (checked), 'Maori' (checked), 'Pacific Islands' (checked), 'Asian', 'European', 'Mixed', and 'Other'. Below this is a text box for 'If you selected other, please specify:' with a character count of 0/250. Callout 3 points to this section.
- Section 4:** 'What area/region would the grant be applied to?' with a text input field containing 'Epsom, Auckland, New Zealand'. Callout 4 points to this section.
- Section 5:** Navigation buttons: 'Save and Previous Page' and 'Save and Next Page'. Callout 5 points to the 'Save and Previous Page' button.
- Section 6:** Callout 6 points to the 'Save and Next Page' button.

Step 4 – Communications

1. This question is asking how you can assist in the promotion of the foundation. If you can assist in the promotion of the Foundation, please select how from the list presented, or select other and provide a description of how you can assist in the text box below the question. IF you are NOT able to assist, please do not select anything and thus leave this question blank.
2. To save and go to the previous page please click ‘**Save and Previous Page**’.
3. Click “**Save and Next Page**” at the bottom of the page to proceed to the next step.



Home FAQs Support Login

Progress

46%

Step

1. Applicant Organisation Details ✓
2. Additional Details ✓
3. Age Groups and Regions ✓
- 4. Communications**
5. Document Upload
6. Funding Information
7. Funding Request

Step 4 - Communications

Mainland Foundation does not require any branding or promotion as part of making a grant to any applicant. We do invite our applicants to provide recognition of the Foundation in your activities and promotional material. Please acknowledge in this application, ways in which you may be able to assist in promoting the Foundation.

Ways in which you are able to assist in the promotion of the Foundation:

- Display of Mainland Foundation Banners & Signages
- Display of Mainland Foundation Logo on Uniforms
- Website or Print Media
- Acknowledgement in Speeches/Prizegiving Events etc.
- 'Other'

If you selected other, please specify:

Mainland Foundation does require your agreement to the use of your name in the promotion of the Foundation operations, including the publishing of our grant round results on our website, in the online application form showing who some of our Applicants are, or in our own reports that we may be required to produce. This may include images that we would seek from you.

In undertaking this application, you are agreeing to the above.

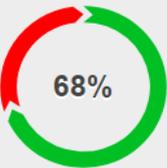
2 - - - < Save and Previous Page Save and Next Page > - - - 3

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.
2. Please note that the following documents are mandatory, and you will not be able to proceed without them;
 - The resolution
 - The organisations account's (audited if possible)
 - The organisations bank account deposit slip
3. You may upload as many files deemed necessary; make sure you name the files as described.
4. A full list of all Uploads required is contained in the FAQ's.

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Progress



68%

Step

- 1. Applicant Organisation Details ✓
- 2. Additional Details ✓
- 3. Age Groups and Regions ✓
- 4. Communications ✓
- 5. Document Upload**
- 6. Funding Information
- 7. Funding Request

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.**

Additionally, to upload a document please follow the following instructions:

To upload a document:

1. select "choose file",
2. select the file for that particular field.
3. select "upload" or "open" button to upload the file.

For more information regarding uploading documents, [CLICK the FAQ'S](#) in the toolbar above.

Please read carefully

You will be asked to upload supporting documentation in the next step. This will include **mandatory documents** to be uploaded, regardless of the purpose of your application.

There may also be **additional uploads** required. Please ensure that all uploads are provided.

You must upload the requested documents to proceed, without these, we will not be able to process your application.

Mandatory Documentation: (please make sure you have these available):

- The resolution for this application (A sample Resolution is provided on our website, [click here to view](#))
- The Organisation's accounts (audited if available). If these are not audited you will be asked to explain why (A sample of Accounts is provided on our website, [click here to view](#))
- The Organisation's Bank account deposit slip

Additional Documentation: may be required if your application involves salary or wages, or a letter of affiliation if you are affiliated regionally or nationally, or your organisation's tax exemption certificate. If your organisation has tax exempt status, please upload that certificate:

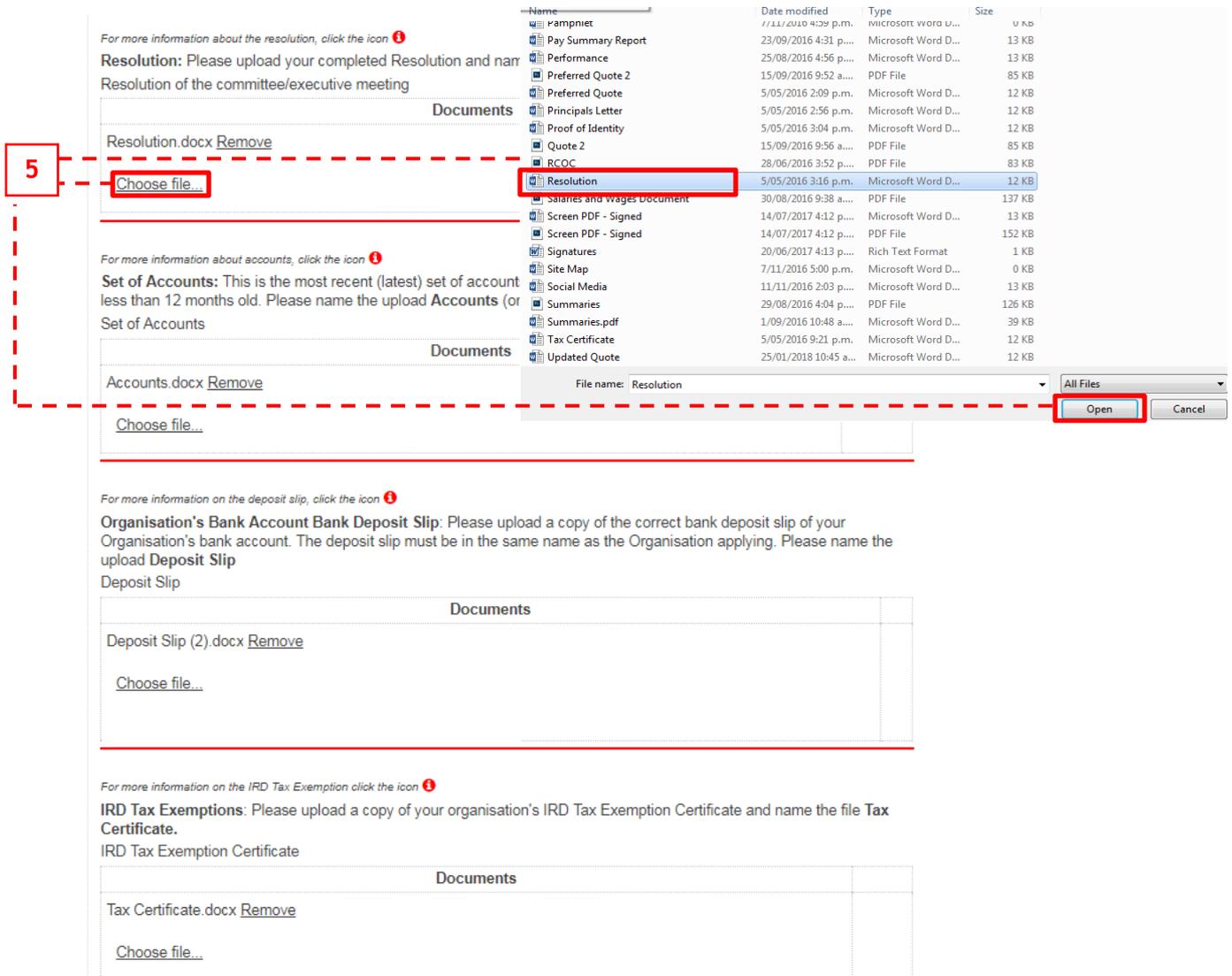
- Job description
- Letter of affiliation
- Your organisations IRD Tax exempt certificate

If you need to leave this application, to find documents for uploading you may do so and re-enter your application through your applicant dashboard, use the link in the started email that was sent to you.

Page Continued...

Step 5 – Documents Upload (Pt. 2)

- To upload a document, please click ‘choose file’, followed by selecting the file you wish to upload. Once you have selected your file, click open to upload



Resolution: Please upload your completed Resolution and name Resolution of the committee/executive meeting

Documents

Resolution.docx [Remove](#)

[Choose file...](#)

Name	Date modified	Type	Size
Parapnet	1/11/2016 4:29 p.m.	Microsoft Word D...	0 KB
Pay Summary Report	23/09/2016 4:31 p.m.	Microsoft Word D...	13 KB
Performance	25/08/2016 4:56 p.m.	Microsoft Word D...	13 KB
Preferred Quote 2	15/09/2016 9:52 a.m.	PDF File	85 KB
Preferred Quote	5/05/2016 2:09 p.m.	Microsoft Word D...	12 KB
Principals Letter	5/05/2016 2:56 p.m.	Microsoft Word D...	12 KB
Proof of Identity	5/05/2016 3:04 p.m.	Microsoft Word D...	12 KB
Quote 2	15/09/2016 9:56 a.m.	PDF File	85 KB
RCOC	28/06/2016 3:52 p.m.	PDF File	83 KB
Resolution	5/05/2016 3:16 p.m.	Microsoft Word D...	12 KB
Salaries and wages Document	30/08/2016 9:38 a.m.	PDF File	137 KB
Screen PDF - Signed	14/07/2017 4:12 p.m.	Microsoft Word D...	13 KB
Screen PDF - Signed	14/07/2017 4:12 p.m.	PDF File	152 KB
Signatures	20/06/2017 4:13 p.m.	Rich Text Format	1 KB
Site Map	7/11/2016 5:00 p.m.	Microsoft Word D...	0 KB
Social Media	11/11/2016 2:03 p.m.	Microsoft Word D...	13 KB
Summaries	29/08/2016 4:04 p.m.	PDF File	126 KB
Summaries.pdf	1/09/2016 10:48 a.m.	Microsoft Word D...	39 KB
Tax Certificate	5/05/2016 9:21 p.m.	Microsoft Word D...	12 KB
Updated Quote	25/01/2018 10:45 a.m.	Microsoft Word D...	12 KB

File name: Resolution

[Open](#) [Cancel](#)

Set of Accounts: This is the most recent (latest) set of account less than 12 months old. Please name the upload Accounts (or Set of Accounts)

Documents

Accounts.docx [Remove](#)

[Choose file...](#)

Organisation's Bank Account Bank Deposit Slip: Please upload a copy of the correct bank deposit slip of your Organisation's bank account. The deposit slip must be in the same name as the Organisation applying. Please name the upload Deposit Slip

Deposit Slip

Documents

Deposit Slip (2).docx [Remove](#)

[Choose file...](#)

IRD Tax Exemptions: Please upload a copy of your organisation's IRD Tax Exemption Certificate and name the file Tax Certificate.

IRD Tax Exemption Certificate

Documents

Tax Certificate.docx [Remove](#)

[Choose file...](#)

Page Continued...

Step 5 – Documents Upload (Pt. 3)

- Once you have finished uploading, click **“Save and previous page”** at the bottom of the page to go back to the previous step without losing any of your uploaded files OR click **“Save and next page”** to proceed to the next step.

For more information on proof of affiliation, click the icon 

Letter/Proof of Affiliation: Please upload a copy of your Letter/Proof of Affiliation and name the file **Affiliation Letter**
Letter of Affiliation

Documents	
Affiliation Letter.docx Remove	
Choose file...	

For more information on job descriptions, click on the icon 

Job Description(s): If you are applying for funding for salaries, please upload the job description for each of the salary request. Please name the upload **Job Description 1,2,3 etc.,**

Job Descriptions

Documents	
Job Descriptions.docx Remove	
Choose file...	

For more information surrounding the endorsement letter, please click the icon 

A signed endorsement letter from the Principal on School letterhead: Only provide if you are from a school. Please name the upload **Principal's Letter**

Endorsement Letter from the Principal

Documents	
Principals Letter.docx Remove	
Choose file...	

For more information surrounding the Letter of Commitment, please click the icon 

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.*

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

6

Step 6 – Funding Information

1. If Mainland Foundation is the only funding agency you have applied to for the same purpose, then click yes and do not complete the next question. If it not the only funding agency, click no and please provide details of the current funders who you have also applied to.
2. Please enter how much money the organisation has raised for the project outside of this application. If you have raised no money outside of this application please enter 00.00
3. Please enter how much more funding is required outside of this application, If none, enter 00.00.
4. Please provide the details of how the organisation intends to raise the balance of the funds needed.
5. If the organisation already has funds available, please provide us with the details as to why the organisation is not using these to finance this project/activity.
6. Once all the necessary fields have been completed, click “Save and Previous page” at the bottom of the page to go back to the previous step, OR click “Save and Next Page”

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Progress



75%

Step

- 1. Applicant Organisation Details ✓
- 2. Additional Details ✓
- 3. Age Groups and Regions ✓
- 4. Communications ✓
- 5. Document Upload ✓
- 6. Funding Information
- 7. Funding Request

Step 6 - Funding Information

Is Mainland Foundation the only funding agency you have applied to for the same purpose?

Yes
 No

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

In this text box you would enter the details of current funders your organisation has applied to for the same purpose. Please note that you only complete this text box, if you answered no in the previous question.

For more information on funds that have been raised, please click the icon ⓘ

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

\$1,500.00

For more information on money raised to complete the project/activity, click on the icon ⓘ

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

\$0.00

For more information on how much more funding is required, click on the icon ⓘ

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

Here you would explain how you intend to raise the balance of the funds.

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

Here you would explain if the organisation had funds available, why they're not being used for this project/activity.

◀ Save and Previous Page
Save and Next Page ▶

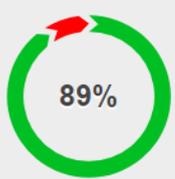
Step 7 – Funding Commitment (Pt. 1)

Final step requires details of the “funding commitment” for the grant application.

1. When entering your bank details, please make sure that they match, as you will not be able to submit your application if they don't.
2. When entering the project cost, you simply must put the cost of the project
3. What date is funding required by, is simply asking you to provide the latest date in which the funding is required by.
4. Please upload a preferred quote by clicking the choose file option
5. Please upload a competitive quote by clicking the choose file option
 - If **NO** competitive quote exists please upload a letter explaining why you have only provided one quote. Please upload this letter where it asks you to upload a competitive letter.

Home
FAQs
Support
Login

Progress



89%

Step

- 1. Applicant Organisation Details ✓
- 2. Additional Details ✓
- 3. Age Groups and Regions ✓
- 4. Communications ✓
- 5. Document Upload ✓
- 6. Funding Information ✓
- 7. Funding Request

Step 7 - Funding Request

For more explanation on completing your bank account details, click here ❗

The Name of your Bank and Branch

Please enter your bank branch name:

For more information on bank accounts, click here ❗

Please enter your bank account name:

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

Bank account details:

Confirm details:

Project Cost

For more information on the total cost, click on the icon ❗

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

Event date must be no less than 10 days after the Application is received.

What date is funding required by?

Two quotes are required for each item that you are requesting funding for; 1. being your preferred quote and 2. 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.

All quotes must be less than 1 month old, be addressed to the applicant organisation and contain full supplier details (name, address, telephone, GST status, on that organisation's letterhead, etc) and must show the GST amount.

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.

Preferred Quote(s)

	Documents
Preferred Quote.docx Remove	
Choose file...	

Competitive Quote(s)

	Documents
Competitive Quote.docx Remove	

Step 7 – Funding Commitment (Pt. 2)

6. Please upload a signed copy of the employment contract if application is seeking funding to fund an employee’s salary.
7. Please select the project/activity grids to populate the grids if your application is for the funding of a project/activity.
8. Please select the salary/wages grids to populate the grids if your application is for the funding of salary/wages
9. Please complete the project/activity grids If your application is for the funding of a project/activity.
10. Please complete the salary/wages grids if your application is for the funding of an employee’s salary or a contractor’s wage.
11. Enter the total amount of funding that is requested and entered in the grids that you have filled out.

Employment Contract(s): If you are applying for funding salaries, include a copy of the signed contract and any variations to the contract. If you have more than one employment contract that you are applying for, please upload all the contracts. Please name the upload **Employment Contract 1,2,3, etc.,**

If you are seeking funding for a role not yet filled please upload a draft of the employment contract.

Additionally, if you are indeed seeking funding for a role that is not yet filled, please enter "No name and position" into the Employee Name and Position field in the salary/wages grid.

Employment Contract(s)

Documents	
Employment Contract 2.docx	Remove
Choose file...	

6

In the grids below, please enter the exact amount of the funding you are seeking, excluding GST if you are GST registered, as the Foundation does not pay GST to registered parties. If you are not registered, you may request the full amount including GST.

For explanation on how to complete the Project/Activity grids, click the icon

Funds requested in this application to be used for Project/Activity Costs:

Project/Activity Costs

7

For explanation on how to complete the salary/wages grid, click the icon

Funds requested in this application to be used for Salaries/Wages:

Salary/Wages

8

Please enter quotes for the items required:

Item	Preferred Quote (\$)	Preferred Quote File	Competitive Supplier	Competitive Quote (\$)	Competitive Quote File	Requested Amount (\$)
the item your seeking funding for	5000.00	Preferred Quote.doc	the competitive supplier	6000.00	Competitive Quote	5000.00

Total Requested: \$5,000.00

9

Salaries required with quotes:

Employee Name and Position	Salary Timeframe	Salary Amount (\$)	Salary File	Requested Amount (\$)

Total Requested: \$0.00

10

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

11

Page Continued...

Step 7 – Funding Commitment (Pt. 2)

12. Please enter the date you intend to spend the funds granted to you by.
13. Confirm that no funds being sought have been spent already.
14. Attach a supporting document if you feel like it'll aid your application
 - o Additionally, you can add a brief summary that provides more on your organisation. Please note you have a word limit of 300 words.
15. If you are purchasing materialistic items with the applications funding, please confirm whether or not they'll remain in your ownership. If you are not purchasing materialistic items, please select 'Not-Applicable'.
16. Please upload the proof of identity of the same 2 authorised people entered in the key contacts question in step 2.

Any funds granted must be spent and accountability returned to Mainland Foundation Head Office within 3 months.

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

28 Feb 2018

12

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

No funds have been spent or committed

13

Attach any supporting documents here

For more explanation on attaching a supporting document, click here. 

Supporting document

Documents

[Choose file...](#)

You may if you wish include a brief summary that provides more on your organisation but please keep this in summary form or a page or two. Any additional information in a concise form may assist the Grants Committee in their deliberations.

14

Will the items you are requesting funding for remain in the applicant Organisation's ownership? If not, and are such items as travel, accommodation, hire services, etc., please select the Non - Applicable button

- Yes
 No
 Non-Applicable

15

Organisation Declaration

Proof of Identity: 2 people authorised (same two key persons as entered in Step 2) 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

Proof of Identity.docx [Remove](#)

[Choose file...](#)

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Page Continued...

Step 7 – Funding Commitment (Pt. 4)

17. Please enter the organisations two key contacts full names and their positions into the appropriate fields.
18. Certify that the information provided in this application is true and correct
19. If you have spent or committed funds as part of this funding prior to this application, then please select yes and provide details of the funds spent. If you haven't spent any funds prior to this application, please select no.
20. Please enter your name in the text box.
21. To save and go back to the previous page, click “Save and Previous Page” and if you want to save and submit the application, please click “Submit Application”.

To complete the declaration and consents below, please type in the names of the two key persons as entered in Step 2. Please ensure they have provided the uploaded identification (driver's licence or passport) and ensure these are the photo/signature side of or your licence or, for a passport, the photo/signature page

Name 1: Tom Smith <small>2/25</small>	17
Position of person 1: CEO <small>1/25</small>	
Name 2: Nickie Lu <small>2/25</small>	
Position of person 2: Manager <small>1/25</small>	

Consent to audit

Mainland Foundation records will be inspected and audited by the Department of Internal Affairs. Mainland Foundation is required to render details of all grants to the Department of Internal Affairs. This grant application is made with the understanding that if any Department of Internal Affairs Officer or a member of the Mainland Foundation so requests, the applicant organisation shall agree to participate in (at its own expense) any such inspection and/or audit. Mainland Foundation may also request information and verification as to how the funds were used.

I have read and understand the Conditions for Allocation of Funds and Audit and Inspection requirements. My organisation hereby agrees to participate in an inspection, to provide further information if requested, and/or audit by the Department of Internal Affairs or Mainland Foundation if so requested. In the event of payment default, any legal or collection agent costs will be the responsibility of the applicant.

Statement to Comply with the Provisions of the Privacy Act 1993

The personal information above is collected, and will be held by the Foundation 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 Foundation to collect information about our organisation from third parties in respect of this application.

18.

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.

19

Has there been funds spent or committed as part of this funding prior to this application?

Yes
 No

If you clicked 'yes' please provide details: date paid, amount paid, name of supplier and purpose:

20

Enter your name in the text box:

◀ Save and Previous Page Submit Application ▶

21

22. Congratulations, you have successfully submitted your application. To download a PDF version of your application, click the “**Download Application**” button.

Home | FAQs | Support | Login

Progress



100%

Thank you for registering your completed grant proposal.

We acknowledge your completed request for support and we will respond to you through the email address that you have provided as part of your contact details contained within your grants' proposal.

Mainland Foundation meets twice monthly, other than in December, and we will normally respond within 7-10 working days of our meeting where your application is considered. Please understand that our response time maybe longer if we receive a higher number of applications or if a public holiday falls within the 7-10 day period.

[Download Application](#) ↓

End of Guide.