
GRANTS

Applicant Guide

COMS SYSTEMS LIMITED

DEC 2021



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As an applicant you will need to provide a minimum of 2 contacts for their application.

Note: All contacts will be liable for accountability if the application is approved.

Second key contacts for this application?

Please provide the secondary contact for communications regarding your application.

Provide us with a list of key contact persons that we may contact regarding this application.
In order to start your application we require a minimum of two key contacts for your organisation

Who is the primary contact for this application?

First name	Last name	Email address	Phone number	Role in organisation
<input type="text" value="Key"/>	<input type="text" value="Contact"/>	<input type="text" value="First@email.co.nz"/>	<input type="text" value="+64 27 123 4567"/>	<input type="text" value="Credit or Loans Officer"/>

Additional key contact for this application

First name	Last name	Email address	Phone number	Role in organisation
<input type="text" value="Second"/>	<input type="text" value="Contact"/>	<input type="text" value="Second@email.co.nz"/>	<input type="text" value="+64 27 234 5678"/>	<input type="text" value="Credit or Loans Officer"/>

[+ Add More Contact\(s\)](#) [Next](#)

Additional contacts for this application?

You aren't limited to two contacts and can add additional contacts by selecting **Add More Contacts**.

If you would like to remove an additional contact, you can click the **Remove** button.

Additional key contact for this application

First name	Last name	Email address	Phone number	Role in organisation
<input type="text" value="Third"/>	<input type="text" value="Optional Contact"/>	<input type="text" value="Third@email.co.nz"/>	<input type="text" value="+64 27 345 6789"/>	<input type="text" value="Accounts Clerk"/>

[+ Add More Contact\(s\)](#) [Next](#)

ALL Contacts can be changed at any point in the application process. Applicants can do this through the Dashboard or contact the trust for help with these changes


As an applicant, you need to provide the purpose and full details of the project reasoning why you require the grant.

What is the primary purpose of this grant?

You can use the drop-down box to provide multi-options for your grant. e.g. you want *New Sports Equipment and Uniform* - these are two different categories so a second option can be selected.

Additional Information: Use the additional information to tell us more about your grant and the purpose of this application.

Note: Providing as much information as possible can be the difference between a grant being approved or declined.



What is the primary purpose for this grant?

What is the primary purpose for this grant?

New Sports Equipment × **Uniforms** ×

Give us a brief explanation based on your resolution

21 / 100 characters

What category best describes this grant?

Sport

What subcategory best describes this grant?

Boxing

Additional information regarding the purpose you would like to declare?

Demo Organisation would like to provide new sporting equipment and safety gear for the junior boxing team. The old gear is run down

131 / 1000 characters

What is the estimated time frame for your project?

Provide all details around the time frame of your project and when your organisation requires the funds.

What is the estimated time frame of your project?

Please note: You cannot apply for any funds where the money has been spent before the Net Proceeds Committee approval date. **No retrospective funding will be granted.**

What is the start date of your project or purchase?

01 Sep 2021

What is the estimated end date?

20 Dec 2021

What date do you need the funding by?

15 Aug 2021

The next application cut-off date is

Who will benefit from this grant?

We really want to know what regions are going to benefit from this project, select the options that are applicable for this project.

Nationally - This will be a national project across New Zealand.

Regional - Select **all** the regions that will benefit from your project

Who will benefit from this grant?

Will this grant benefit people in more than 1 region?

Yes No

What region(s) will be benefiting from this grant?

016 - Hamilton City  013 - Waikato District 

What are the gender groups that would benefit from this grant?

Females

10

Males

10

Diverse groups

10

Which age groups will benefit from this grant?

Please select all that apply.

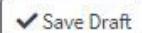
0 - 14 years 15 - 24 years 25 - 44 years 45 - 64 years 65+ years

Who will benefit from this grant and how they will benefit?

Any additional groups benefiting

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As an applicant you will need to provide **ALL** the financial information for the grant.

Funding Details

Provide the total costs for the project and details of all other funding that may already have been spent (retrospective) and/or already raised. Money already spent cannot be funded.

Contacts
Purpose
Funding

Funding Details

What is the total cost of your project or purchase?

\$

Project total : \$ 20,000.00

How much have you already raised?

\$

Already raised : \$ 10,000.00

Any funds spent already

Yes No

⚠ Please note: Any funds already spent are considered as retrospective, and cannot be funded as part of this application

Other Funding

Provide any details of **all** other grant applications you may have with any trust(s).

Is your organisation GST registered?

Yes No

What is the organisation's GST number?

Are you planning or have you applied for any other funding?

Yes No

⚠ You can apply for more than one grant to support your project but you cannot apply to more than one organisation for the same money
If during the funding process you receive funding from another source for the money you have applied to us for, you must tell us immediately.

Trust Name	Date applied	Purpose	Requested Amount	Current Status	Approved Amount
<input type="text" value="Other Trust #1"/>	<input type="text" value="21 Jul 2021"/>	<input type="text" value="Building maintenance"/>	\$ <input type="text" value="10000"/>	<input type="text" value="Approved"/>	\$ <input type="text" value="10000"/>

[+ Add funding source](#)

Note: If this isn't applicable, please select No and move forward to the next question.

How much funding are you applying for?

Provide further details of funds excluding GST and provide an explanation of all funds available in your account and how they're being used if applicable.

Click **Next** once this section is complete.

How much funding are you applying for?

⚠ Please note: You should apply for goods and/or services exclusive of GST (our donations do not contain GST – we do not claim any portion of the donation as deductions on GST paid).

How much are you applying for?	Including GST payable	GST deduction
<input type="text" value="20000"/>	\$ 23,000.00	\$ 3,000.00
Applying for: \$ 20,000.00	Total including GST	Total GST deduction

If your organisation already has funds available in your bank account, why are they not being used for this project?

We have raised funds through fundraising however we have not raised enough. We need a further \$20,000 to fund the entire project. The raised funds will not be used until we have received further funds from a grant - this is so we can purchase everything together.

265 / 1000 characters

[← Back](#) [Help](#) [✓ Save Draft](#) [→ Next](#)



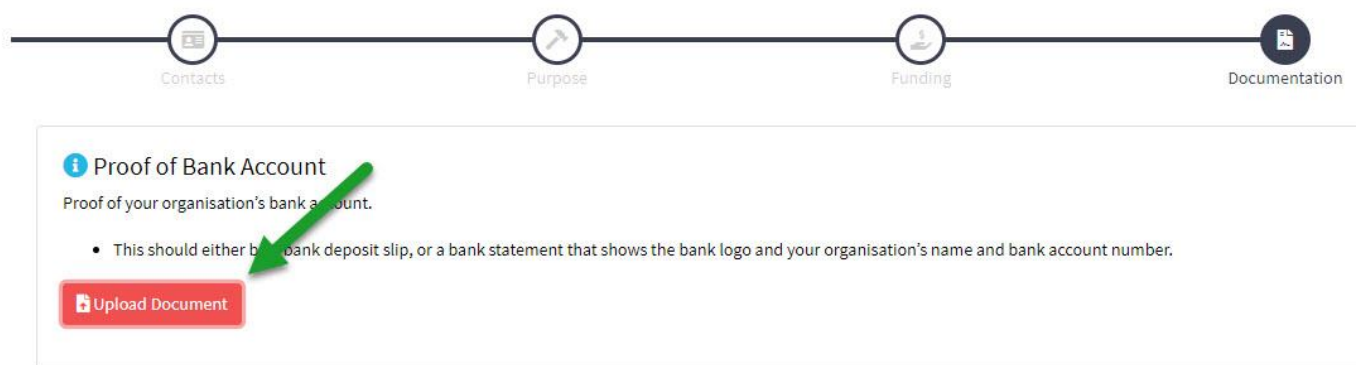
As an applicant you will need to provide your organisation's financial documentation and project information.

Proof of Bank Account

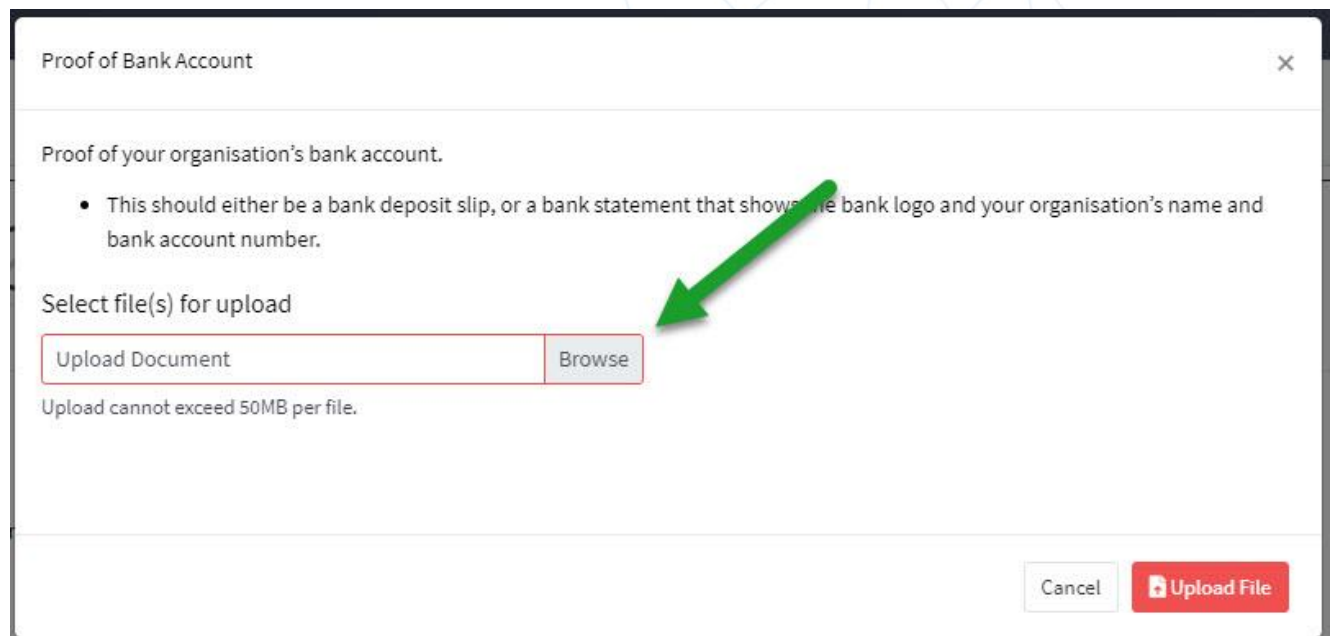
Upload your proof of bank account details by following the below steps:

Note: The upload document button will be red if no document is uploaded. It will change to green once you upload the document

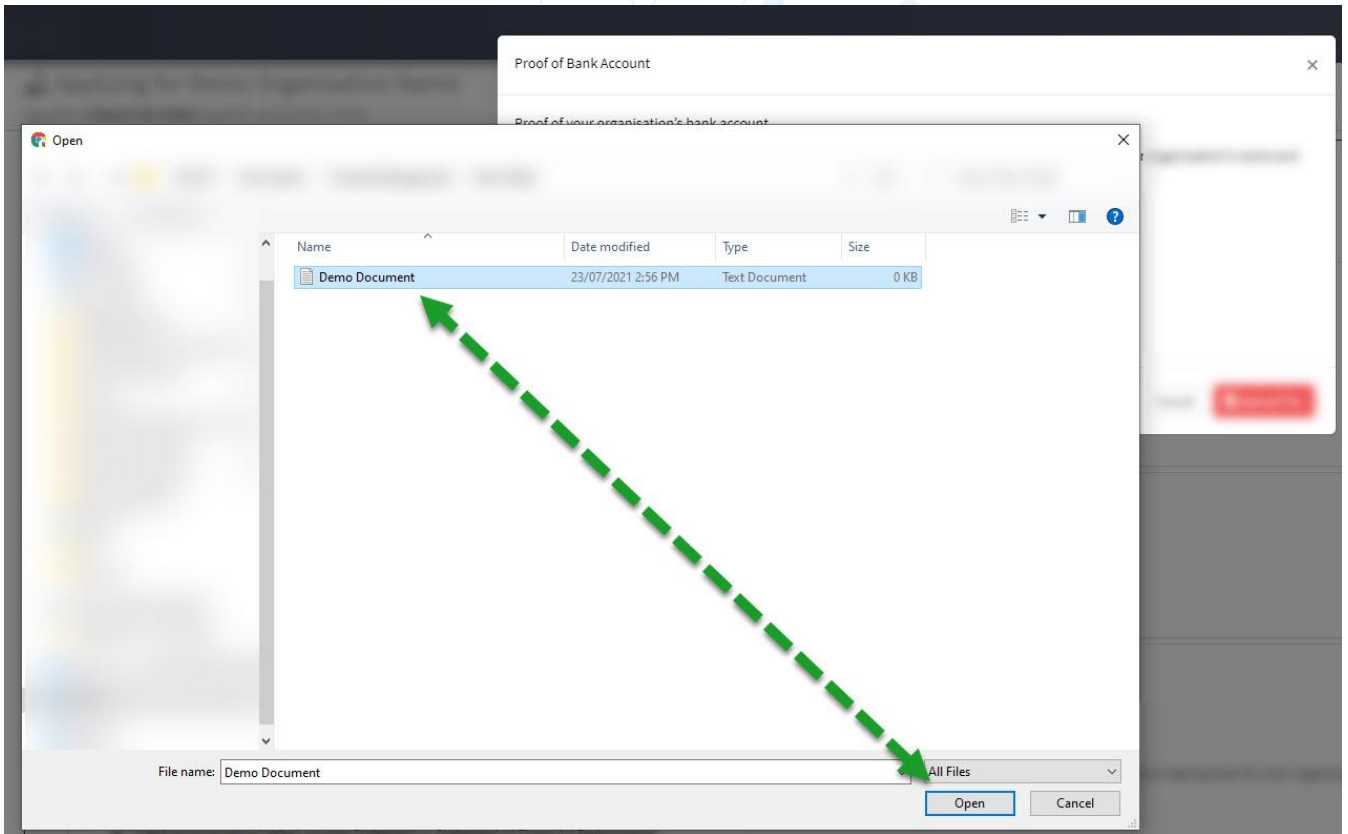
1. Click **Upload Document**.



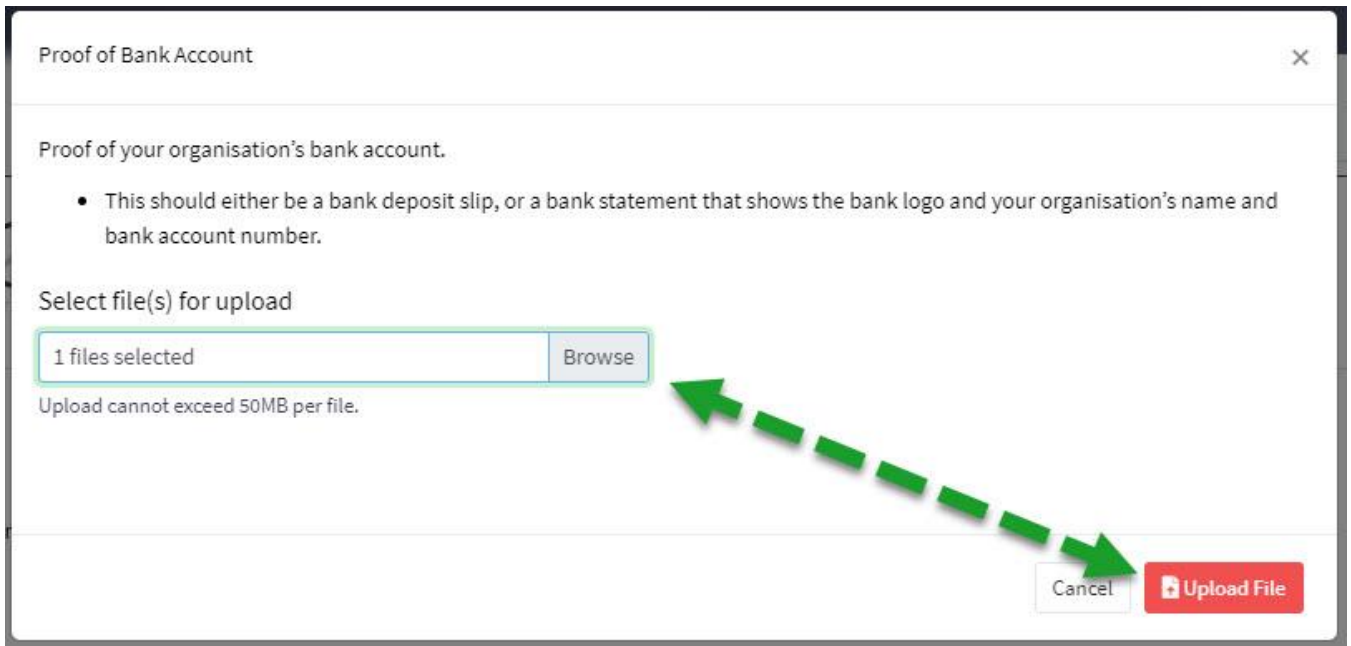
2. Click on **Browse**.



3. Locate the document, select it and click **Open**.



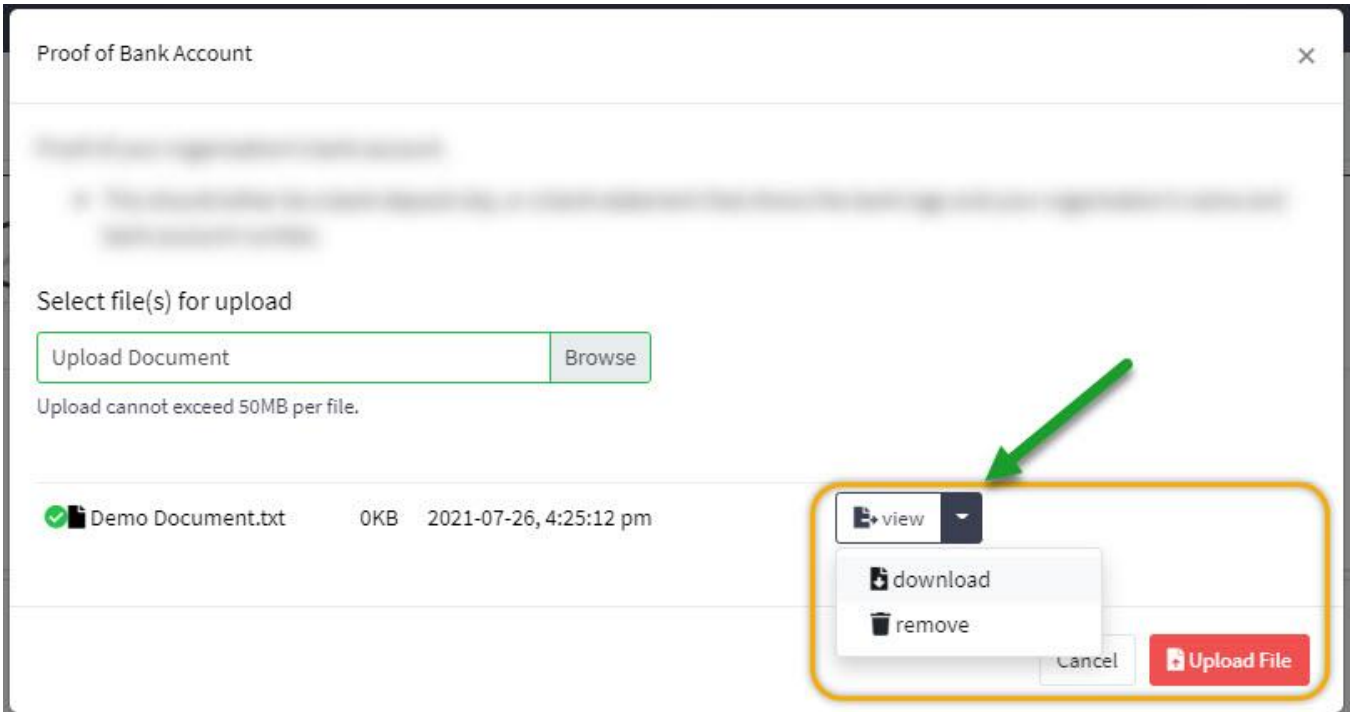
4. The "upload" box will have a green outline once you've selected a file to upload. Click **Upload File**.



5. If you upload the wrong document or wish to download the document you uploaded, select the down-facing arrow located next to the **view** button.

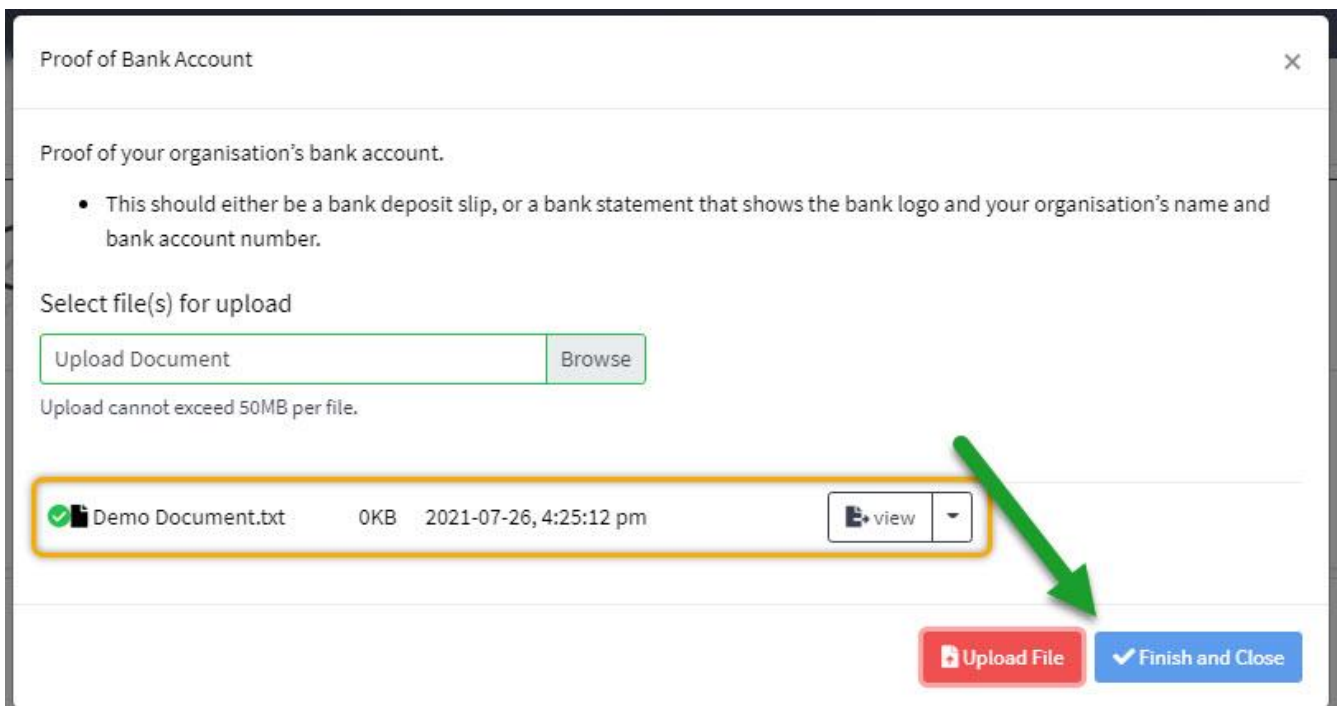
Select **download** to download this to your device.

Select **remove** to delete the file. Follow the above steps if you need to upload another document.

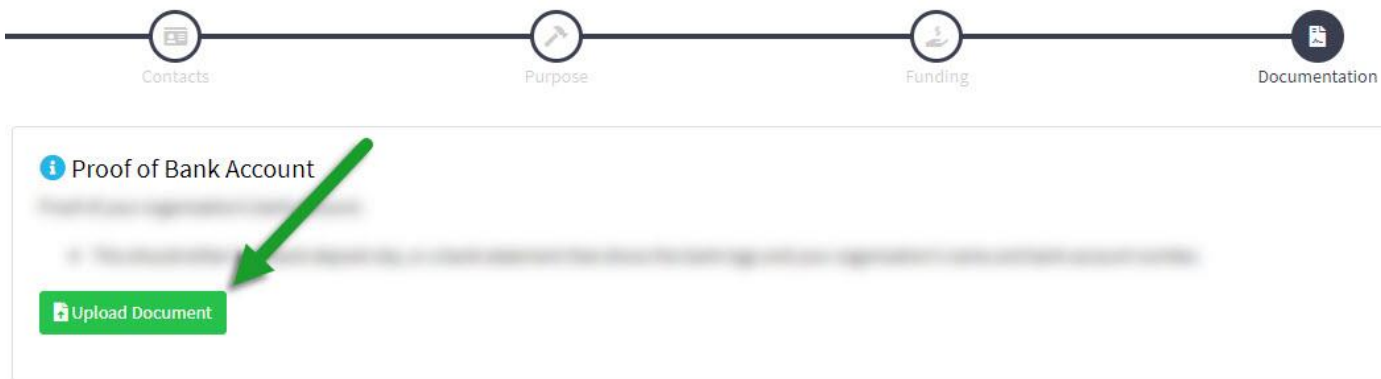


6. Your document is now uploaded. It will appear in the box with the **view** button next to it.

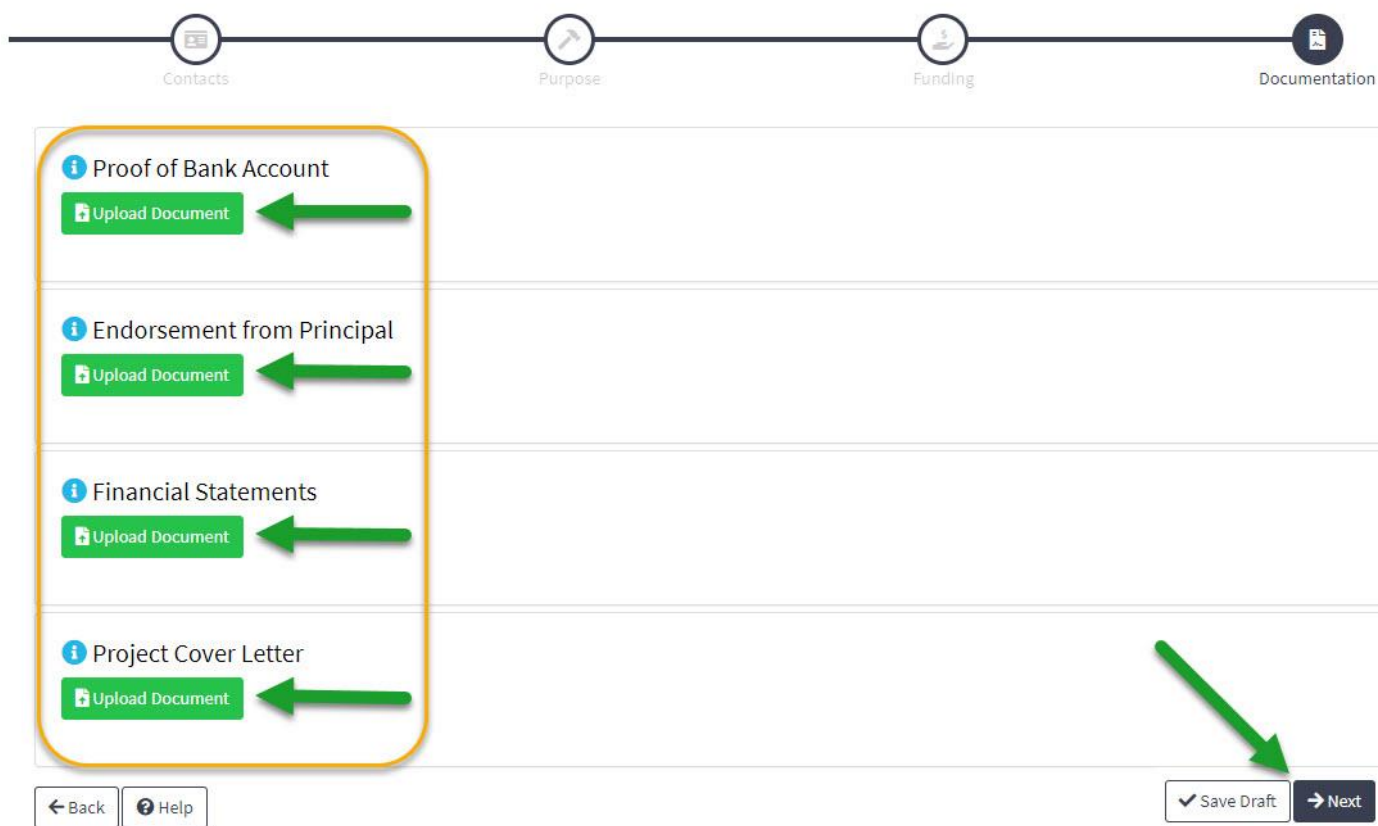
If you need to upload a second document, follow the above steps again. Once complete, click **Finish and Close**.



7. The document is uploaded, and the **Upload Document** button is now green.



8. Follow the above process for any other documentation that may require uploading, once complete click **Next**.



As an applicant you will need to provide quotes and a complete breakdown of **all** costs/expenses.

All quotes must be GST exclusive

How will you spend your requested amount?

Answer each question that is relevant to your applicant and provide **all** necessary information.

Details of your expenses are required.

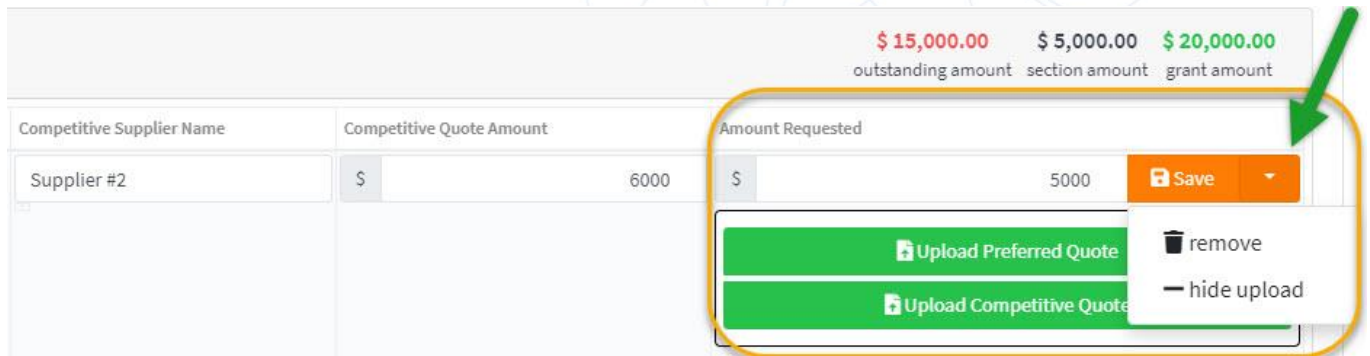
Provide the details of your expenses and upload your supplier quote(s).

1. Provide cost information for each item you require. To finalise the item, click **Save**. It will turn green when saved.

Note: You can list each item e.g. Boxing Gloves can be one line item.

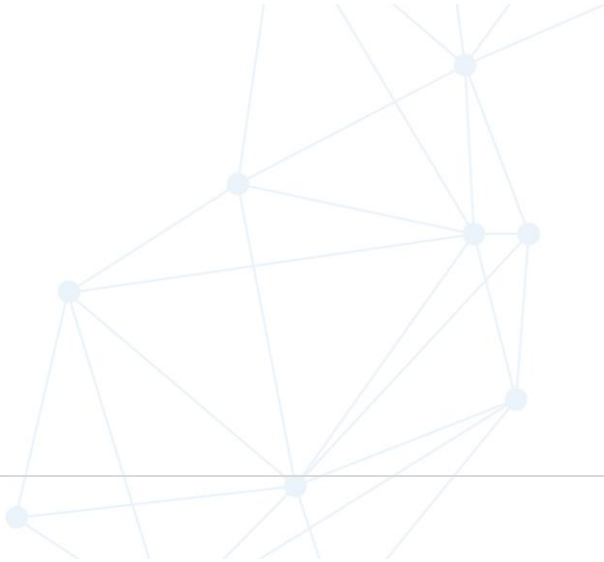
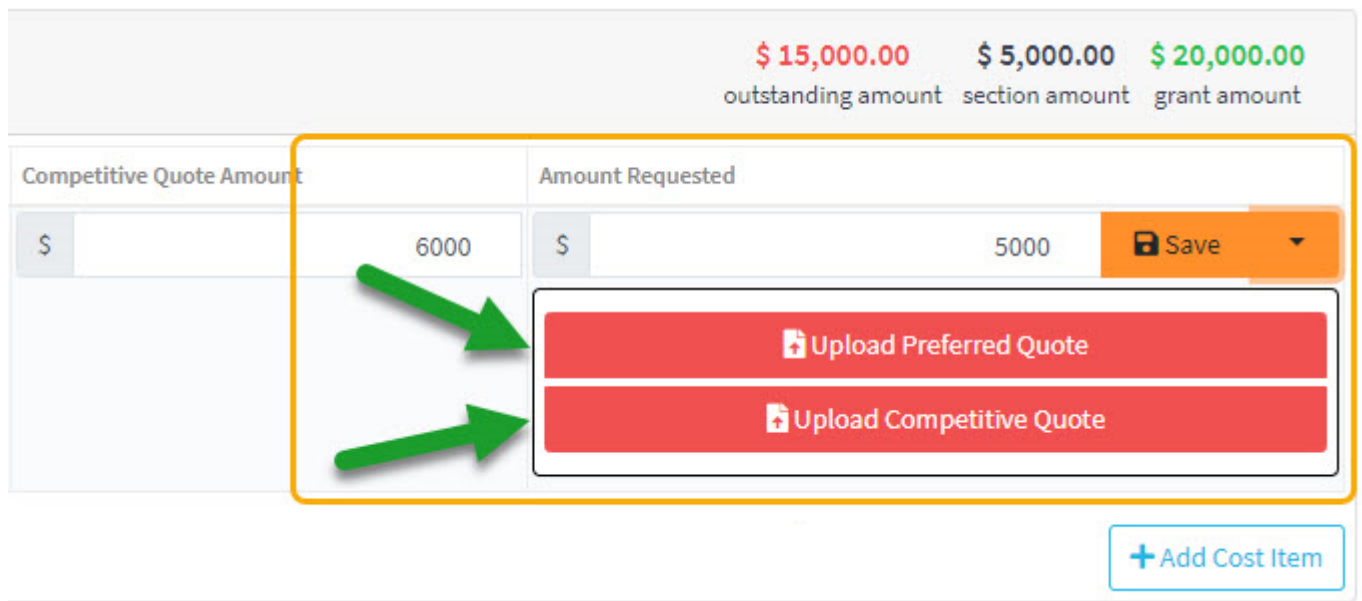
		\$ 15,000.00	\$ 5,000.00	\$ 20,000.00
		outstanding amount	section amount	grant amount
Competitive Quote Amount		Amount Requested		
\$	6000	\$	5000	Save
		Upload Preferred Quote		
		Upload Competitive Quote		
+ Add Cost Item				

2. If you need to remove an item, click the dropdown, and select **Remove**.

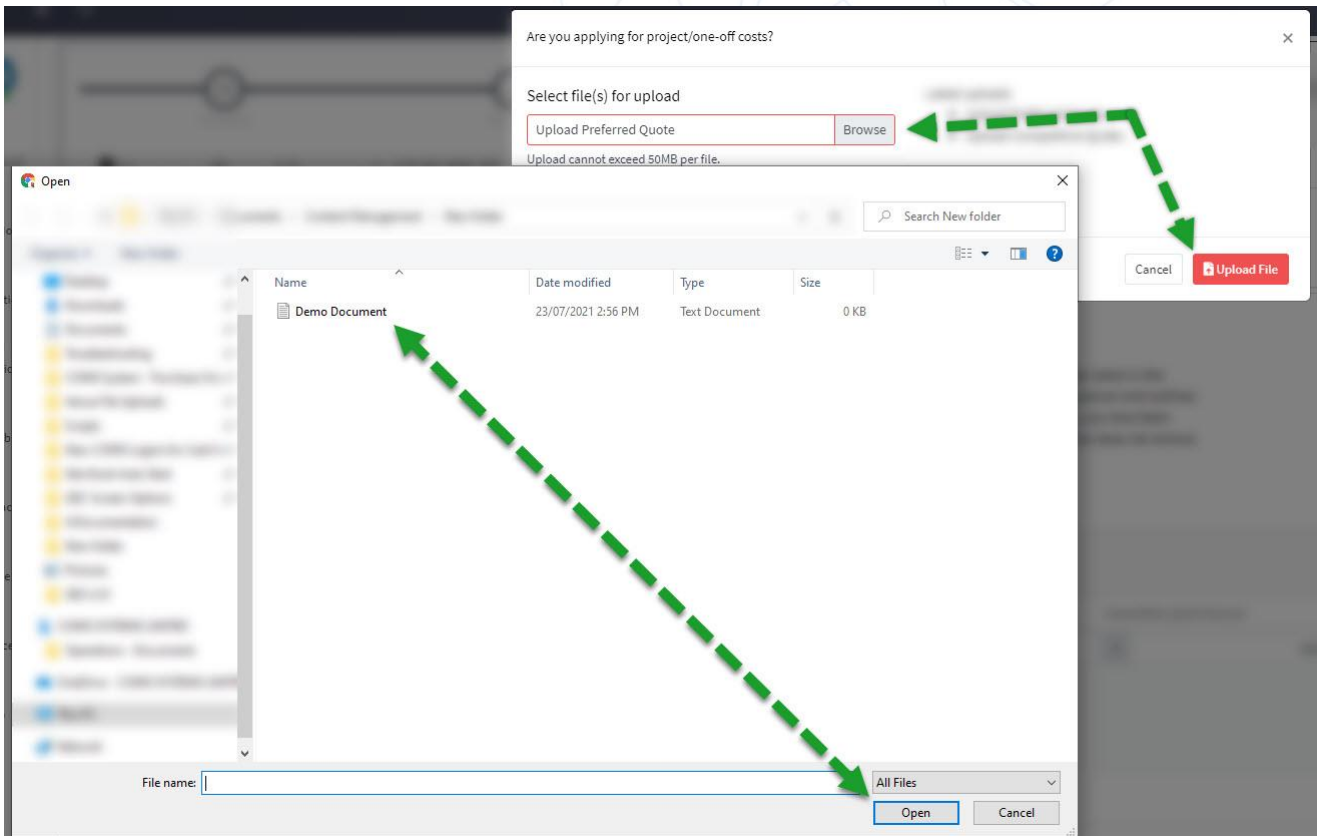


1. Upload your quote(s) by selecting **Upload Preferred Quote** or **Upload Competitive Quote**.

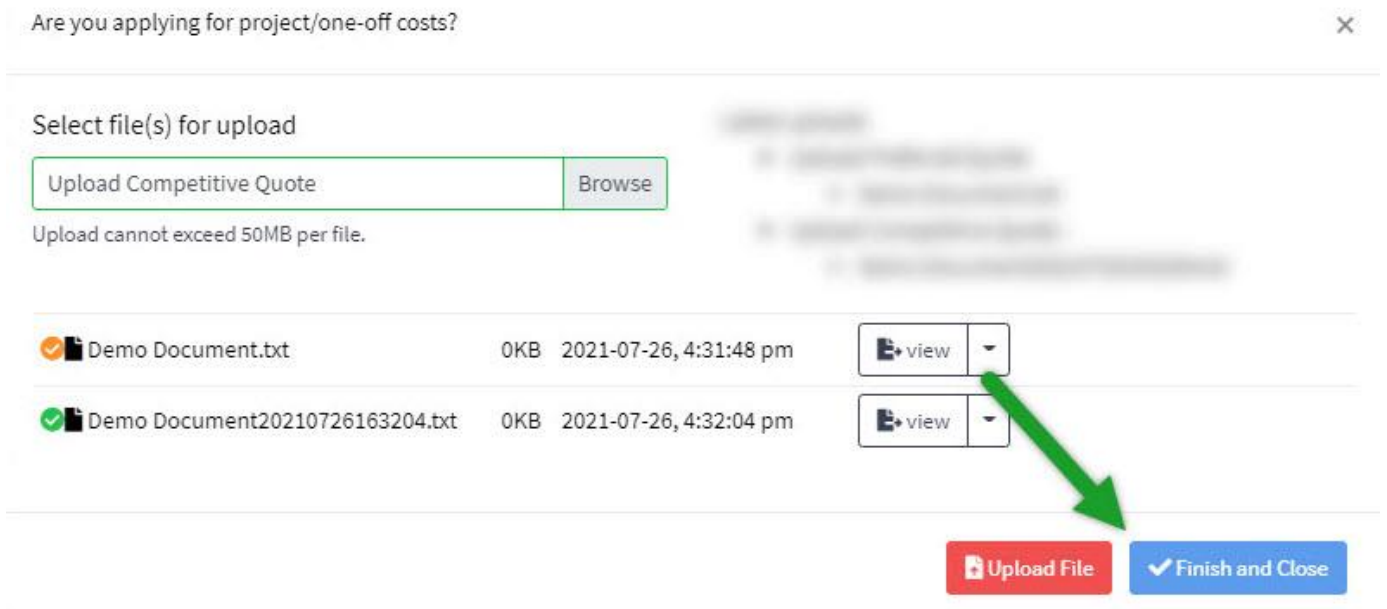
Note: Red boxes will turn green once the quote has been successfully uploaded.



2. Select **Browse**, locate the file/document you wish to upload. Select it and click **Open**. Click **Upload file**.



3. Now your quote has been uploaded, click **Finish and Close**. Complete the above step for both Preferred and Competitive supplier quotes.



Adding Cost Items, using the same quote(s) for multiple items and other helpful information.

You can provide the same quote for all items so long as it totals the amount the items costs and details the costings of each item on the quote.

1. Add a cost by select **Add Cost Item**. Add as many costs as you required.

Competitive Quote Amount		Amount Requested	
\$	6000	\$	5000
			Save
			Upload Preferred Quote
			Upload Competitive Quote
\$	5000	\$	5000
			Save
			Upload Preferred Quote
			Upload Competitive Quote
\$	15000	\$	10000
			Save
			Upload Preferred Quote
			Upload Competitive Quote

[+ Add Cost Item](#)

2. Each cost/line item added throughout this section (as a whole) **must** total the amount you've requested in your application.

e.g. I requested \$20,000 for baseball uniforms and equipment, my cost/line items below total \$20,000.

\$ 20,000.00 \$ 20,000.00
section amount grant amount

Amount Requested

\$ 5000 Save

Upload Preferred Quote

Upload Competitive Quote

\$ 5000 Save

Upload Preferred Quote

Upload Competitive Quote

\$ 10000 Save

Upload Preferred Quote

Upload Competitive Quote

+ Add Cost Item

3. Using a quote for multiple cost/line items? **Select** the previously uploaded file you wish to use. It will turn green when select. Click **Set Selected File(s)** to use.

Are you applying for project/one-off costs? ✕

Select file(s) for upload Latest uploads

• Upload Preferred Quote
◦ Demo Document20210726163204.txt

Upload cannot exceed 50MB per file. • Upload Competitive Quote :
◦ Demo
Document2021072616320420210806175652.txt

<input checked="" type="checkbox"/> Demo Document20210726163204.txt	0KB	2021-08-06, 5:56:40 pm	<input type="button" value="view"/>
<input checked="" type="checkbox"/> Demo Document2021072616320420210806175652.txt	0KB	2021-08-06, 5:56:52 pm	<input checked="" type="button" value="select"/>

4. If you need to **view**, **download**, or **remove** a file, select the dropdown box and select to appropriate option.

Are you applying for project/one-off costs? ✕

Select file(s) for upload Latest uploads

• Upload Preferred Quote :


Upload cannot exceed 50MB per file. • Upload Competitive Quote :

<input type="checkbox"/> 1.jpg	134KB	2021-08-06, 5:25:01 pm	<input checked="" type="button" value="select"/>
<input type="checkbox"/> Demo Document20210726163204.txt	0KB	2021-08-06, 5:25:20 pm	<input checked="" type="button" value="select"/>
<input type="checkbox"/> Demo Document2021072616320420210806172526.txt	0KB	2021-08-06, 5:25:26 pm	<input checked="" type="button" value="select"/>

5. Once you've uploaded all relevant information, click **next**

i Are you applying for operational expenses?
[Faded text]
 Yes No

i [Low Priority] Are you applying for salary or wage contribution?
[Faded text]
 Yes No



As an applicant you **must** read and agree to the terms set by the trust

Additional Documents

Upload any requested documentation. Once uploaded the red box will turn green.



i Letter of Resolution

+ Upload Document

Conflicts of interest

Please declare there are no conflicts of interest by ticking the first box. If there are, tick the second box and provide details of who the conflicting person is.

▲ Is there any conflict of interest between a key person with significant interest in the management, ownership or operation and Playground?

I declare that there is no conflict of interest between **me and Playground**

You must declare that you have no conflict of interest

I declare that the following individuals abstained from all discussions related to this funding request

Please enter individuals full name and their role within your organisation

Terms and conditions

Read and agree to the terms and conditions for your grant. Once you've read and agreed, click **Submit Application**.

*Note: click the link to read the full **terms and conditions***

Do you accept the following terms & conditions for this application?

I declare that all the information provided is true and correct to the best of my knowledge

Yes No

I declare that I have the authority to apply on behalf of this organisation

Yes No

I declare that I agree to the **terms & conditions** of the funding process

Yes No



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[? Help](#)

[Submit Application](#)

Application Submitted

You will be provided with a **GA reference number**. Please provide the last four digits upon contacting the trust regarding your application.

 [#GA210726-0306] Submitted.

Thank you. Your application has now been submitted.

[View Application Details](#)