GRANTS

Applicant Guide

COMS SYSTEMS LIMITED

DEC 2021

COMS SYSTEMS LIMITED

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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.

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.

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 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?	What is the estimated end date?
01 Sep 2021	20 Dec 2021

What date do you need the funding by?	The next application cut-off date is
15 Aug 2021	

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	Males	Diverse groups
10	10	10

Which age groups will benefit from this grant?
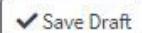*Please select all that apply.*

☑ 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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Funding

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.

Other Funding

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

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.

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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.**
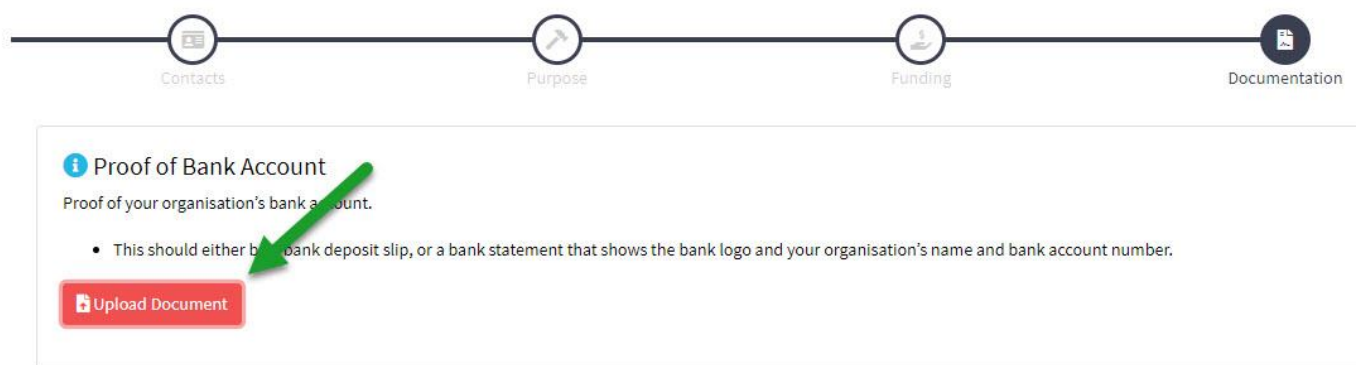
2. Click on **Browse.**
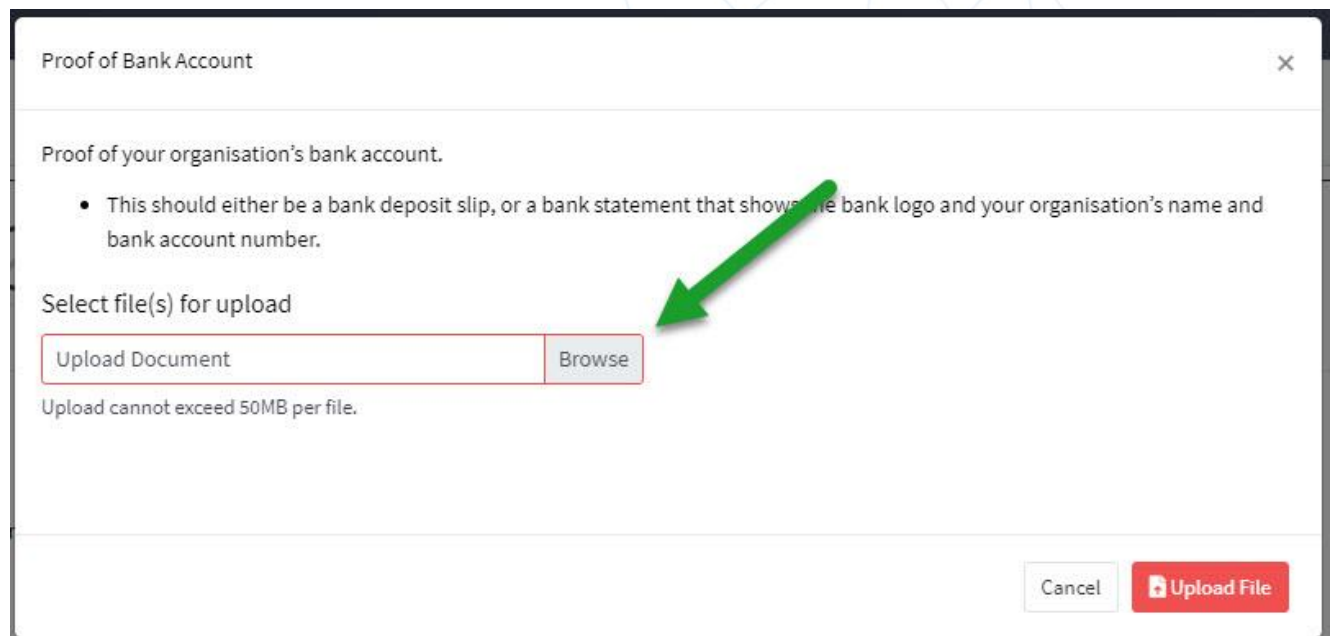
3. Locate the document, select it and click **Open**.
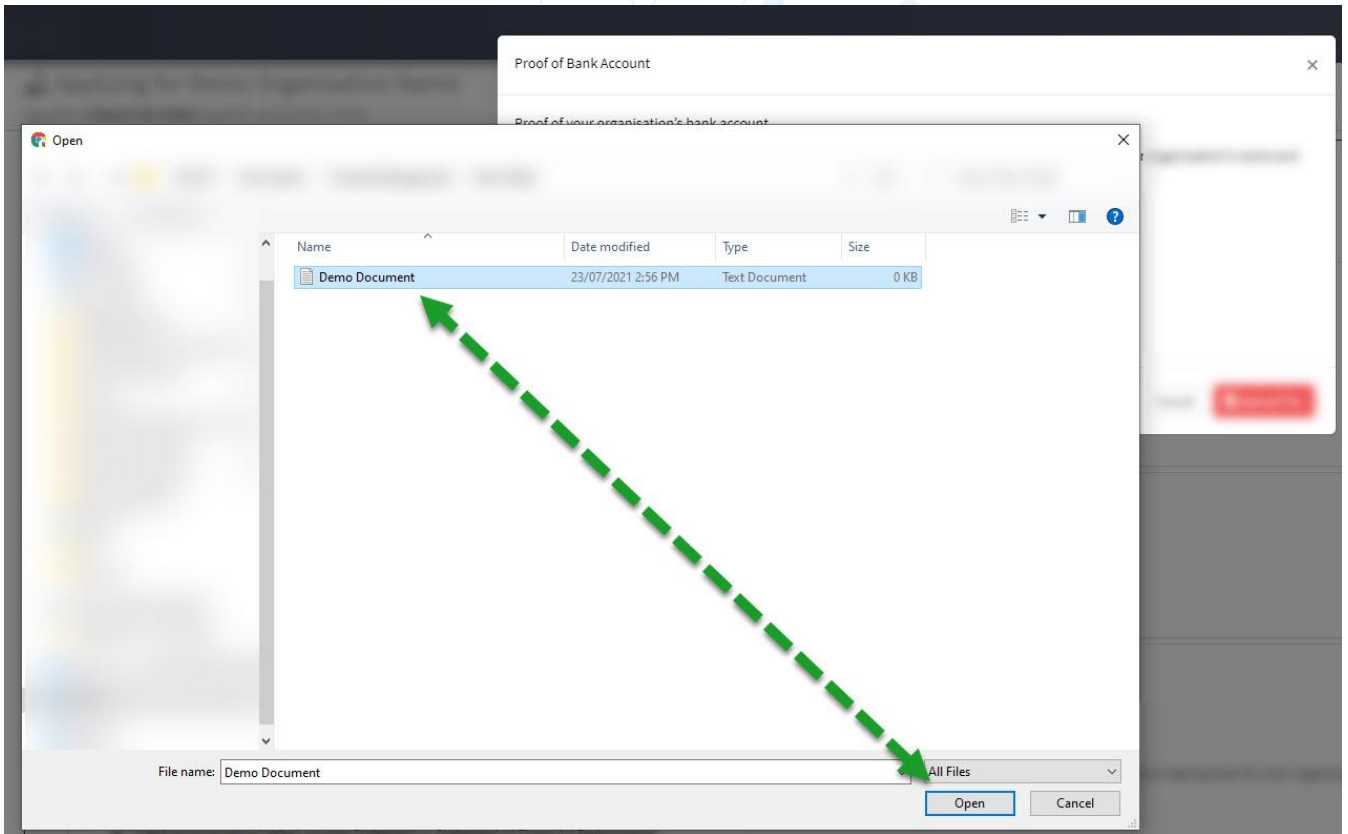
4. The "upload" box will have a green outline once you've selected a file to upload. Click **Upload File.**
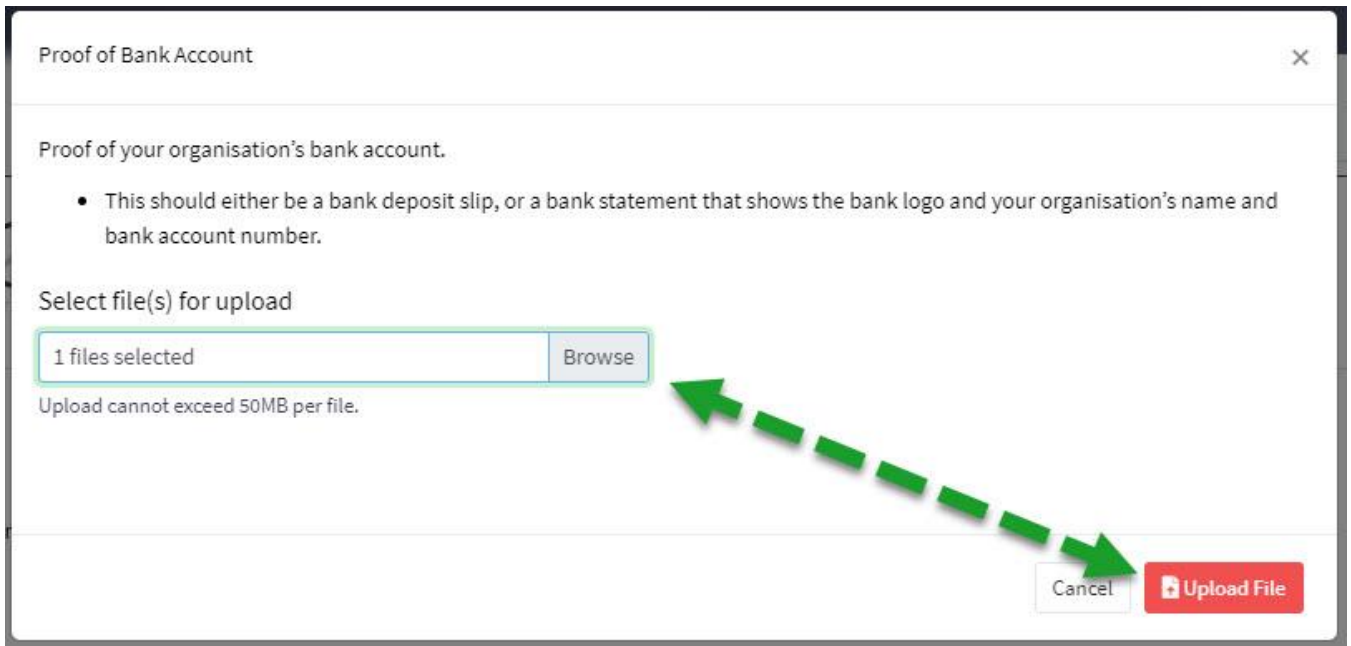
5. If you upload the wrong document or wish to download the document you uploaded, select the down-facing arrow located next to the **view** button.

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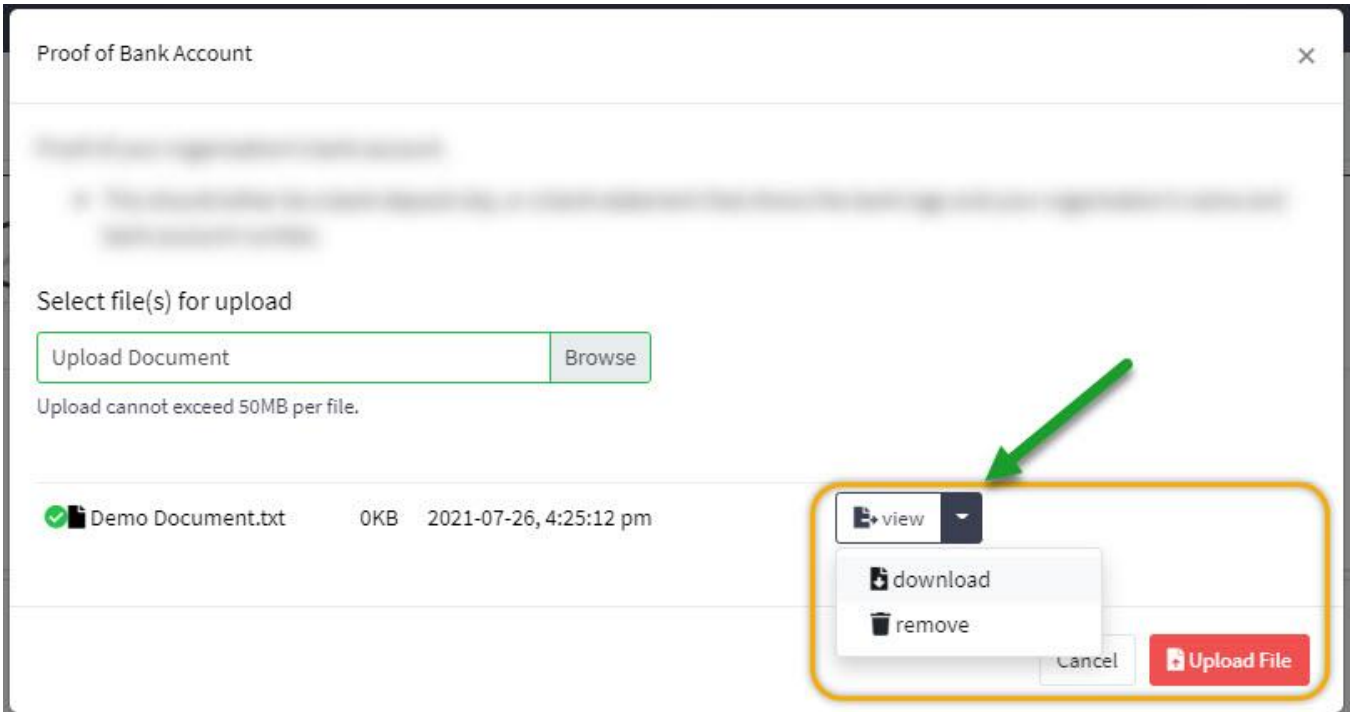
6. Your document is now uploaded. It will appear in the box with the **view** button next to it.

If you need to upload a second document, follow the above steps again. Once complete, click **Finish and Close**.
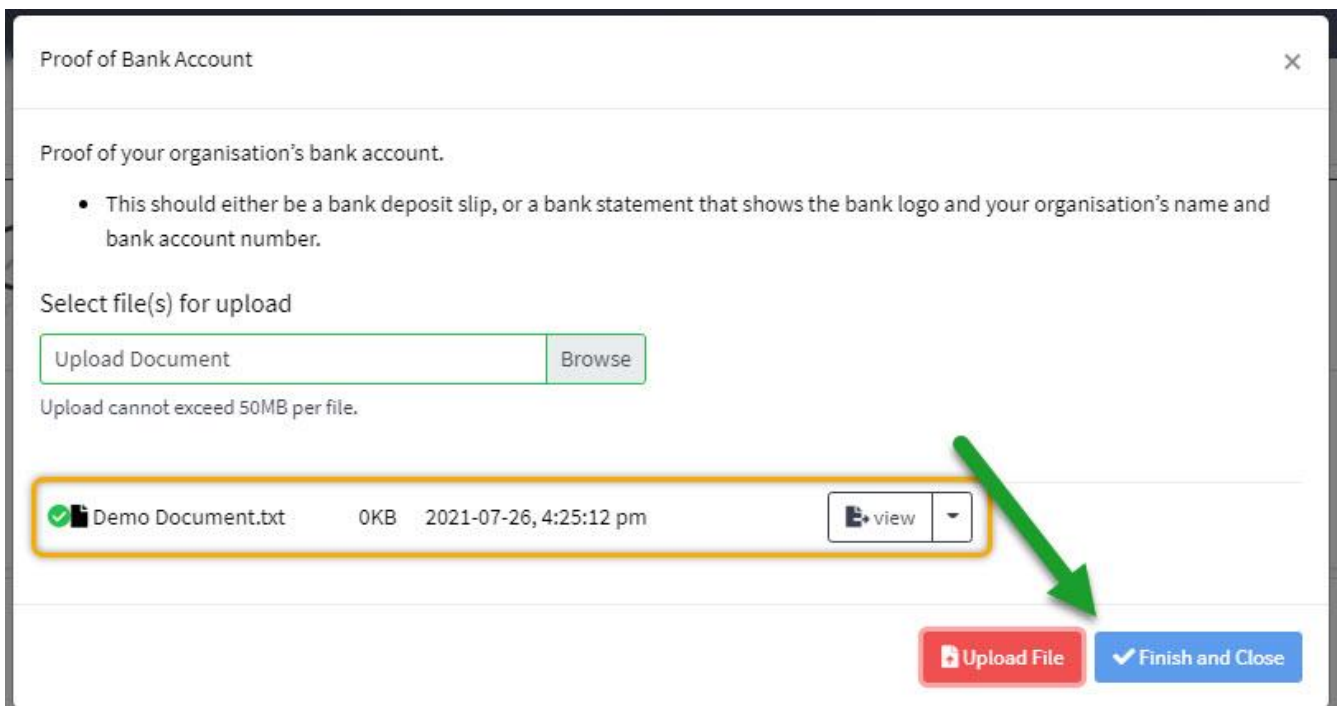
7. The document is uploaded, and the **Upload Document** button is now green.
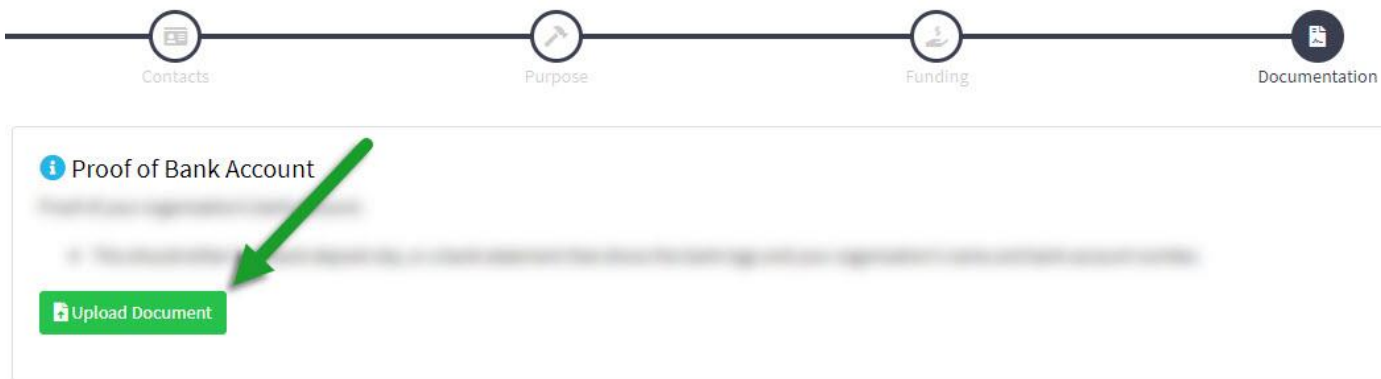
8. Follow the above process for any other documentation that may require uploading, once complete click **Next**.
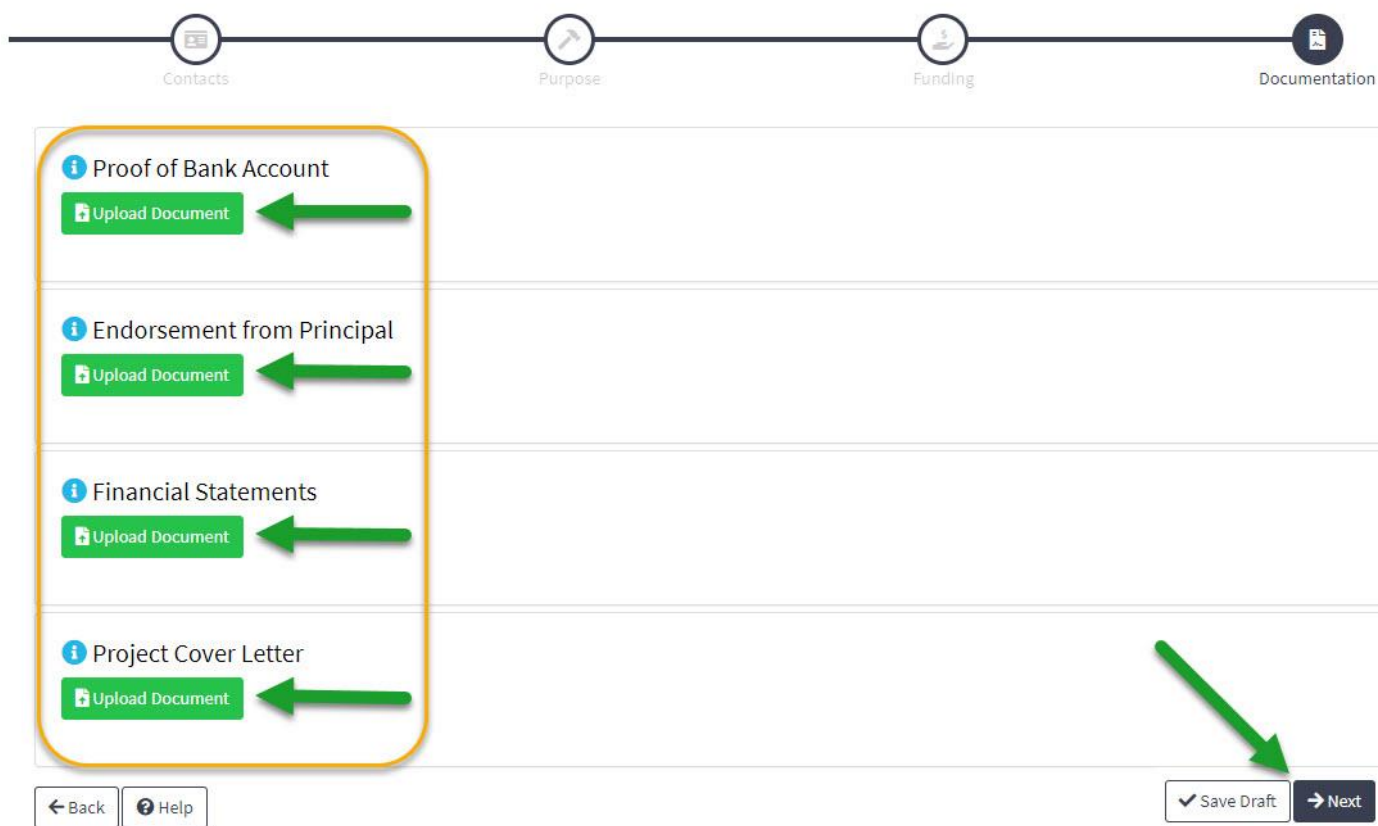
As an applicant you will need to provide quotes and a complete breakdown of **all** costs/expenses.

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.

2. If you need to remove an item, click the dropdown, and select **Remove.**
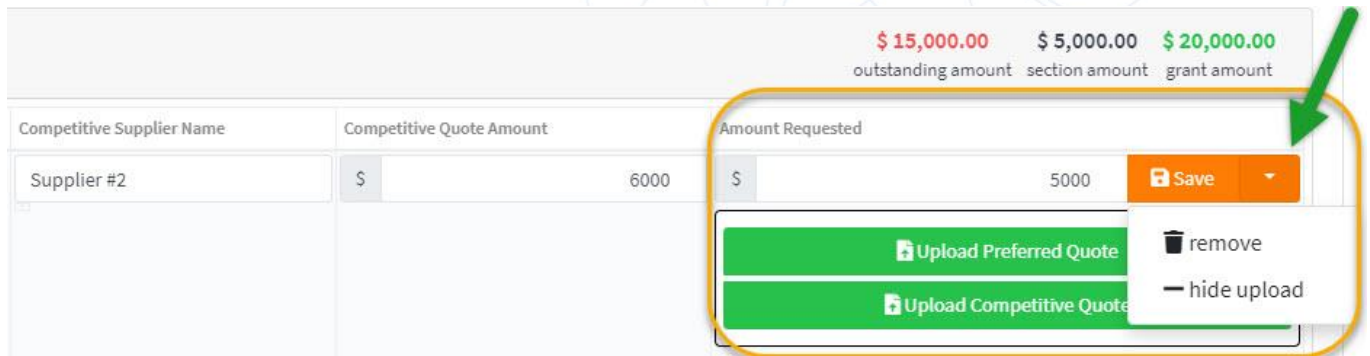
1. Upload your quote(s) by selecting **Upload Preferred Quote** or **Upload Competitive Quote.**

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

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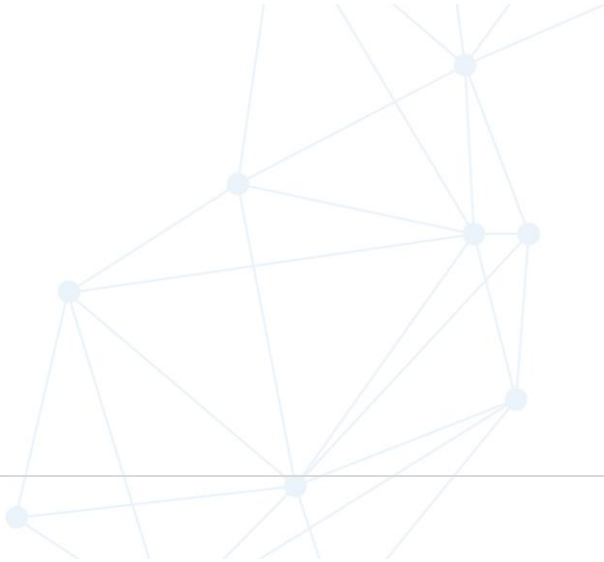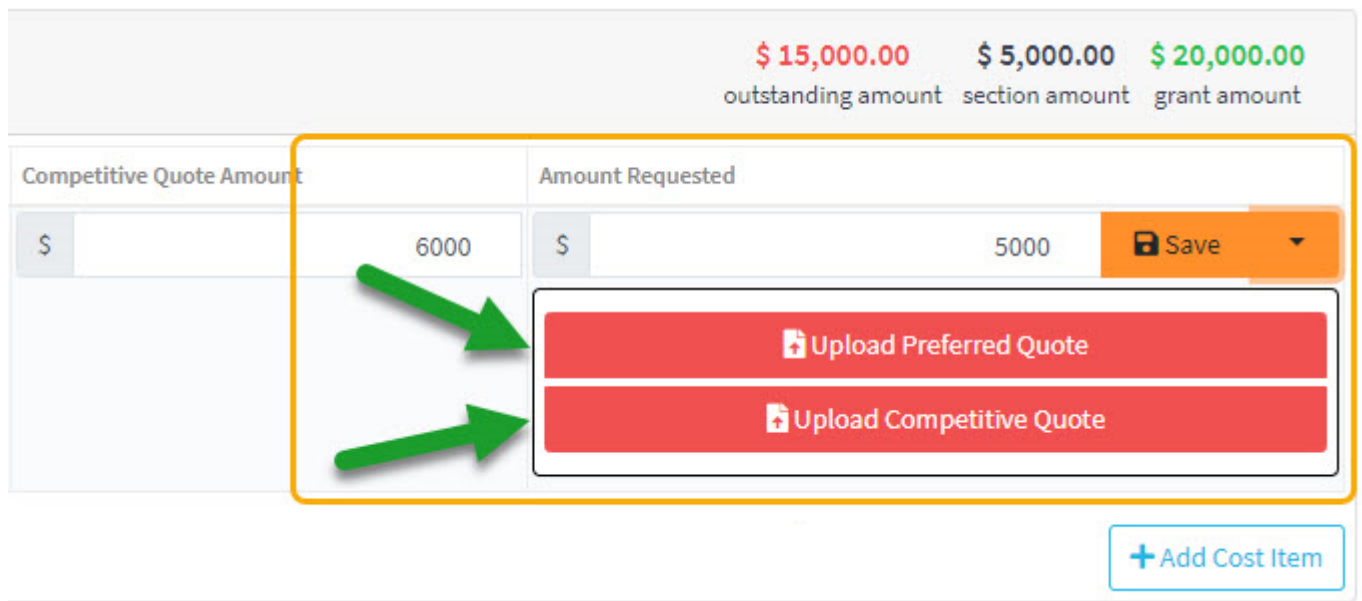
2. Select **Browse**, locate the file/document you wish to upload. Select it and click **Open.** Click **Upload file**.
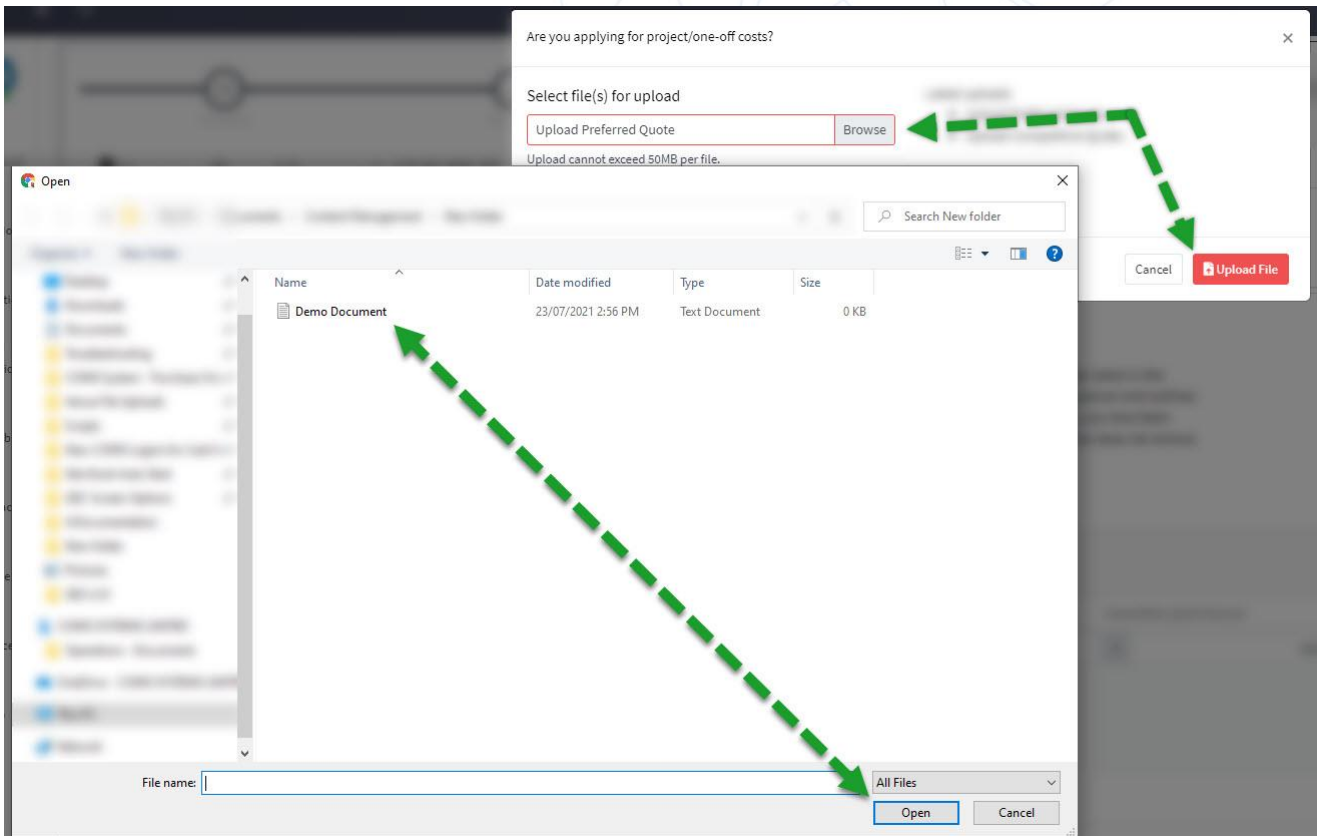
3. Now your quote has been uploaded, click **Finish and Close.** Complete the above step for both Preferred and Competitive supplier quotes.

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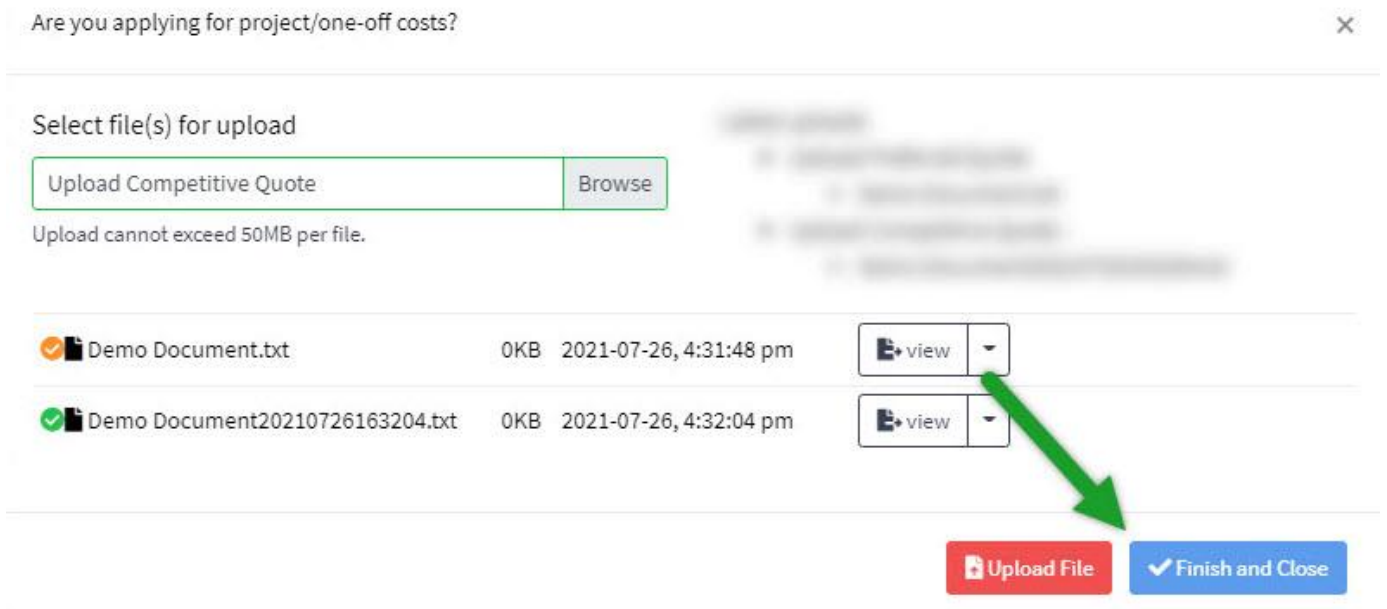
Adding Cost Items, using the same quote(s) for multiple items and other helpful information.

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.

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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.

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
Upload Competitive Quote   Browse   ○ Demo Document20210726163204.txt
                                                                      • Upload Competitive Quote :
Upload cannot exceed 50MB per file.   ○ Demo
                                                                           Document2021072616320420210806175652.txt

✓ Demo Document20210726163204.txt   0KB   2021-08-06,   ▣ view   ▾
                                                 5:56:40 pm

✓ Demo   0KB   2021-08-06,   ✓ select ▾
Document2021072616320420210806175652.txt   5:56:52 pm

                                      Cancel   ▣ Upload File   ▣ Set Selected File(s)

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 Preferred Quote   Browse   • Upload Competitive Quote :

Upload cannot exceed 50MB per file.

▣ 1.jpg   134KB 2021-08-06,   ✓ select ▾
                                                 5:25:01 pm

▣ Demo Document20210726163204.txt   0KB   2021-08-06,   ✓ select ▾
                                                 5:25:20 pm

▣ Demo   0KB   2021-08-06,   ✓ select ▾
Document2021072616320420210806172526.txt   5:25:26 pm
                                                                      ▣ view
                                                                      ▣ download
                                                                      🗑 remove   el   ▣ Upload File

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

ℹ Are you applying for operational expenses?

○ Yes ● No

ℹ [Low Priority] Are you applying for salary or wage contribution?

○ Yes ● No

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Agreement

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.

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.

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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🏁 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