

SKYCITY HAMILTON COMMUNITY TRUST 2016 APPLICATION GUIDANCE NOTES

OVERVIEW

SKYCITY Hamilton Community Trust is a valued part of the commitment SKYCITY has made to the Waikato and Bay of Plenty regions since its inception in 2003.

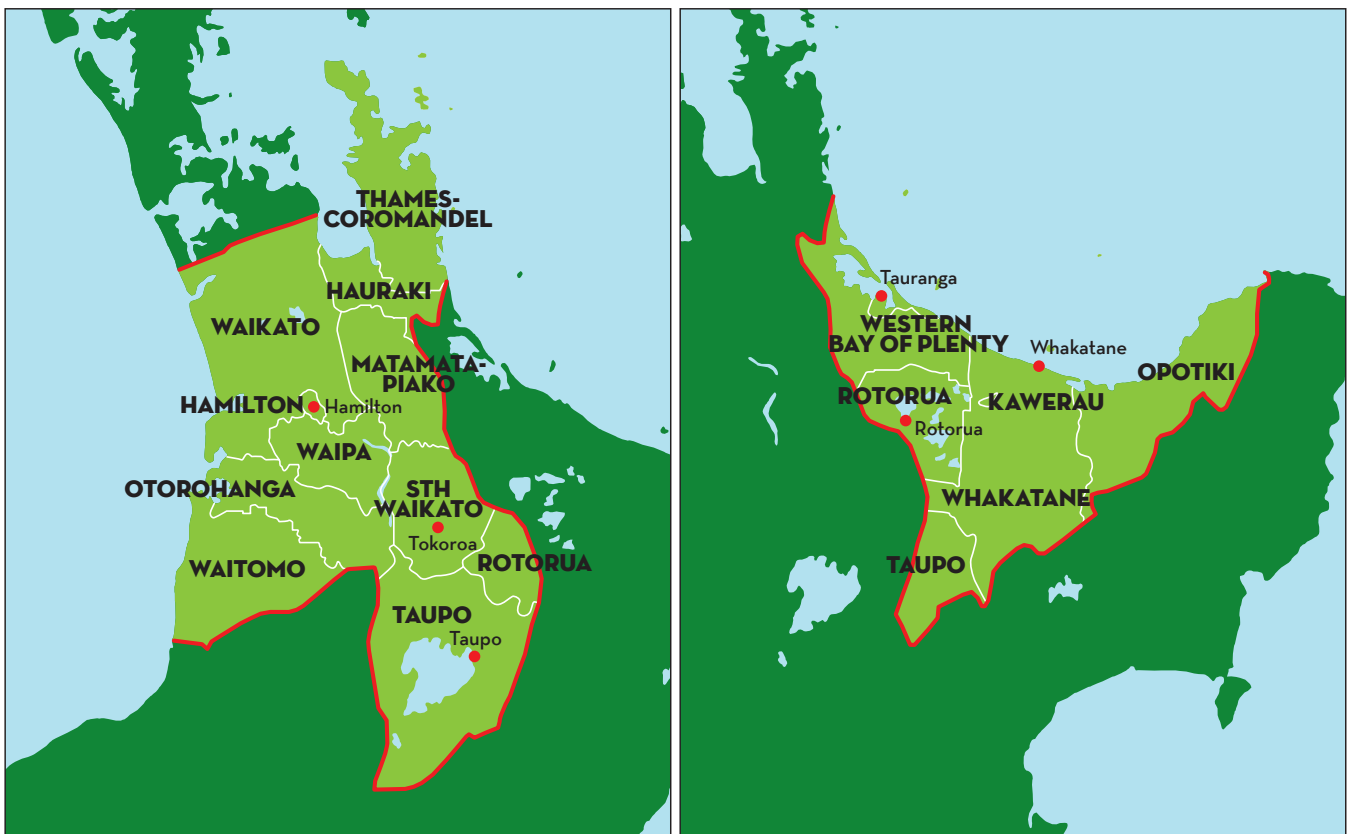
Established as part of SKYCITY Hamilton's license, the Trust has distributed over \$6.4 million to more than 1,400 charitable organisations, both large and small, that have undertaken community assistance and development work in the greater Waikato and Bay of Plenty areas.

SKYCITY Hamilton Community Trust has an annual funding round that closes on the last Friday in September each year with applicants notified mid-December. The Trust is independent from SKYCITY Entertainment Group Limited and has a Board of Trustees that makes decisions on grant allocations each year and set priorities for the Trust, detailed below.

AREA OF BENEFIT

SKYCITY Hamilton Community Trust accepts applications from charitable organisations operating within the Waikato Region, as well as parts of Bay of Plenty. Attached is a map defining this area. Support is not given to activities occurring internationally or outside of this boundary area.

For national projects, the Trust considers partial funding requests for aspects of the project delivered within our defined geographical boundary. The Trust requires an indication of what percentage of the project is delivered within this area.



FUNDING PRIORITIES

Priority outcomes

SKYCITY Hamilton Community Trust's vision is:



In order to achieve this vision, the Trust will prioritise funding to organisations whose work will achieve one or more of the following outcomes:

- **Financial Capability**
Families are financially confident, independent and can mitigate debt and debt-causing behaviours.
- **Employment and Economic Prosperity for Families**
Families can generate their own income through the attainment and/or enhancement of work-related skills and training, enterprise and access to work.
- **Pathways to Employment and Economic Prosperity**
Young people are supported to thrive at every stage of their development towards a successful and prosperous adulthood.
Children, young people and families have access to education, are supported in educational pathways and achieve educational success.
- **Healthy and Stable Families**
Families develop attitudes, behaviours and skills that play a positive role in improving their health, safety and resilience.

Priority target groups

SKYCITY Hamilton Community Trust will prioritise funding to support the following target groups:

- Children and young people, single parents and/or those living in a low income household;
- Those living in areas of high deprivation across the Waikato and Bay of Plenty regions; and
- Those with few or no qualifications, low literacy levels, and/or beneficiaries.

FUNDING PRINCIPLES AND EXCLUSIONS

Funding principles

SKYCITY Hamilton Community Trust makes grants to organisations based on the following guiding principles:

- The recipient organisation can achieve measureable outcomes in line with the Trust's vision and priorities
- Preference is given to projects that are community-led and/or are genuinely collaborative with enhanced efficiencies and outcomes as a result
- The recipient organisation can prove their ability to plan and undertake activities effectively, with a good record of accountability for funding
- Organisations that are striving for self-reliance, and are able to make some financial contribution to the project
- Where a real need can be proven.

Funding exclusions

SKYCITY Hamilton Community Trust does not fund:

- Individuals;
- Loan and endowment funds;
- Activities occurring outside of New Zealand or the geographic boundary defined for our funding
- Business or investment capital; or
- Retrospective activities
- ipads, laptops and mobile phones.

GENERAL FUNDING INFORMATION

Grant size

The Trust has no specified minimum or maximum limits on grant requests and the Trustees may scale back a request.

Reapplying to the Trust

Previous recipients may reapply for consecutive grant rounds. Trustees will carefully consider whether repeat funding is appropriate.

GST

The Trust's donations are considered unconditional gifts and therefore no GST is payable on any donation received. If your organisation is GST registered, the grant will not cover the GST component and will be awarded on a GST exclusive basis. If your organisation is not GST registered, the grant will be paid on a GST inclusive basis.

Use of funds

Grants are made for specific purposes and are outlined clearly in the notification to your organisation. The funds granted may not be applied to any other purpose other than that specified unless the express written consent of the Trust is first obtained.

Audit documentation

As a condition of grants made, organisations are required to demonstrate that the funds have been applied to the nominated use as detailed in the application. This documentation should be provided within 30 days of the expenditure being completed. Specifically, the Trust will require copies of invoices and bank statements to demonstrate how the funding has been spent. The deadline for this information will be provided in the approval notification letter.

If funds are not spent, or are not spent appropriately within 12 months of the grant being paid, a refund may be requested.

Evaluation

The Trust is interested in pursuing the measurement of outcomes alongside financial accountability. From this the Trust can learn more about the community-level impact of its grant-making as well as our area of interest, family/whanau social health and well-being.

If your grant is approved, clarity will be given on approval of our expectations in this area.

Publication

Should you receive a grant, your organisation's name and the amount granted will be published, in accordance with a Department of Internal Affairs requirement, each financial year.

TERMS AND CONDITIONS

- Organisations must complete the relevant application form and nominate one suitable contact person;
- All questions on the application form must be completed, even if supporting information is provided;
- The organisation's latest set of financial accounts must be included along with other requested support material;
- Incomplete or late applications cannot be accepted;
- All applications must meet the outlined funding criteria;
- A successful application does not set a precedent for any future funding assistance from the SKYCITY Hamilton Community Trust;
- Applicant organisations must inform the SKYCITY Hamilton Community Trust of any relevant information and be prepared to assist any enquiries made by the respective Trust's duly authorised officers or agents;
- All applicant organisations must be recognised as being non-commercial, not-for-profit organisations and have no commercial affiliations;
- Organisations must have been established for a minimum of 12 months;
- The application organisation must offer non-exclusive membership;
- There must be no conflict of interest existing between the applicant group and the provider of the goods and services (if applicable);
- The purpose of the grant must not be a purpose for which the New Zealand Government is obligated to meet;
- Expenses must be incurred within New Zealand with the exception of items purchased overseas that are not available in New Zealand; and
- All decisions of the SKYCITY Hamilton Community Trust are final. No reasons for decisions will be given, nor will any correspondence on decisions be entered into.

HOW TO APPLY

- All applications must be made on the 2016 SKYCITY Hamilton Community Trust application form.
- Applications must arrive or be postmarked no later than the deadline.
- In fairness to those that do lodge their application on time, no extensions will be given and no late applications will be accepted.
- Only complete applications (form, quotes and financial accounts) received by the deadline will be accepted. No extension is given for supporting documentation.

DEADLINE AND CONTACT DETAILS:

Application deadline

FRIDAY 30 SEPTEMBER 2016, 5PM

Post to:

SKYCITY Hamilton Community Trust
C/- PO Box 90643
Auckland

By hand:

SKYCITY Hamilton Community Trust
Ground Floor Admin Office
346 Victoria Street
Hamilton

Courier:

SKYCITY Hamilton Community Trust
Federal House
86 Federal Street
Auckland

Phone:

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