



**Lend a Hand
Foundation**

APPLICATION GUIDELINES



In association with
the Rotary Club
of St Kilda

Objectives of the Trustpower Lend a Hand Foundation

The aim of the Trustpower Lend a Hand Foundation is to assist small charitable organisations and individuals by providing funding, mentoring or through the provision of goods/services. The Foundation is administered by the St Kilda Lend a Hand Foundation Trust, which is made up of representatives from the Rotary Club of St Kilda.

Who can apply for funding from the Foundation?

Any individual or charitable organisation is eligible to apply for funds from the Trustpower Lend a Hand Foundation. The application must relate to an identified individual or community need in Dunedin and groups/individuals must show that they have made a significant effort to contribute to the project/need themselves.

All applications must be on an official Trustpower Lend a Hand Foundation application form, which are available from the Rotary Club of St Kilda and from all official business supporters of the Foundation.

Applications will not be considered from any of the following:

- Commercial or profit orientated organisations or individuals
- Projects with a religious or political purpose
- Rents or overhead costs
- Conference organisation
- Completed projects

The maximum grant from the Foundation is \$500 however in special circumstances the Foundation may provide a greater level of assistance. Each organisation or individual will be limited to one successful application per year.

If there are sufficient funds the Foundation may provide larger grants each year of up to \$2,000. This major funding round will be publicly promoted.

All applications to the Foundation must be sponsored by a Business Supporter of the Foundation and the Rotary Club of St Kilda. Business Supporters display official Business Supporter signage.

How are funding applications decided upon?

A Grants Committee made up of representatives of the Rotary Club of St Kilda and Trustpower will meet bi-monthly to consider the applications, however special meetings will be called to consider any urgent applications.

All decisions of the Foundation's Grants Committee will be final.

Successful applicants

All successful applicants are required to report back to the Foundation on the success of the project and acknowledge the granting of funds by the following means:

- By acknowledgement in annual accounts/reports
- By acknowledgement in publicity material
- By involvement in promotion of the Foundation to the media, if appropriate.
- By attending as a guest speaker at a Rotary Club, if requested
- By writing a letter of appreciation to the Foundation

For more information please contact:

The Malcam Charitable Trust Foundation
250 Kaikorai Valley Road
Bradford
Dunedin



APPLICATION FOR SUPPORT



In association with
the Rotary Club
of St Kilda

Please write clearly using black pen as this form will be photocopied.

Application on behalf of: _____

Contact Person: _____

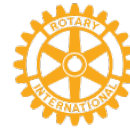
Postal Address: _____

Physical Address: _____

Phone: _____ Fax: _____

Cellphone: _____ Email: _____

Reason for Application (attach additional pages if required):



APPLICATION FOR SUPPORT

Anticipated Outcomes/Benefits (attach additional pages if required):

Finance (Attach Budget/Quotes if Applicable):

Applicants must show that they have made a significant effort to contribute to the project/need themselves

Total Project Cost \$ _____

Funding Plan: (Brief breakdown of how the project will be funded).

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Amount Requested \$ _____

I certify that the information concerning this application is true and correct.

Full Name: _____ Signed: _____ Date: _____

All applications must be sponsored by a Trustpower Lend a Hand Foundation business supporter.

Business Supporter: _____

Full Name: _____ Signed: _____ Date: _____

Payee/Account Details: (Who should the cheque be made out to in the event of a grant being approved?)

Please send this completed application form to:

The Malcam Charitable Trust
PO Box 422
Dunedin 9016
Phone: 03 477 4175