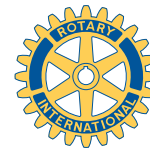




APPLICATION GUIDELINES



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 West Coast Lend a Hand Foundation Trust, which is made up of representatives from the Rotary Clubs of Hokitika, Greymouth and Westport.

Who can apply for support from the Foundation?

Any individual or charitable organisation is eligible to apply for funds from the Trustpower Lend a Hand Foundation. The application must be relating to an identified individual or community need on the West Coast 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 Clubs of Hokitika, Greymouth and Westport 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 some larger grants of up to \$2,000. These major grants will be exceptional and infrequent.

All applications to the Foundation must be sponsored by a Business Supporter of the Foundation and the Rotary Clubs of Hokitika, Greymouth or Westport. Business Supporters display official business supporter signage.

How are funding applications decided upon?

A Grants Committee made up of representatives of the Rotary Clubs and Trustpower will meet every two months 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 at least one of 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 your local Rotary Club:

Rotary Club of Hokitika
PO Box 7
Hokitika 7842
Contact: Jill Hazeldine
Phone: 03 7555 487

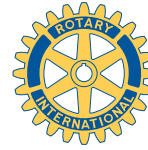
Rotary Club of Greymouth
PO Box 276
Greymouth 7840
Contact: Christine Robertson
Phone: 03 768 0711

Rotary Club of Westport
PO Box 182
Westport 7866
Contact: Peter Robertson
Phone: 03 789 8745



Lend a Hand Foundation

APPLICATION FOR SUPPORT



In association with Rotary Clubs of Hokitika, Greymouth and Westport

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



In association with Rotary Clubs of Hokitika, Greymouth and Westport

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 Trustpower Lend a Hand Foundation, care of your local Rotary Club:

Rotary Club of Hokitika
PO Box 7
Hokitika 7842
Contact: Jill Hazeldine
Phone: 03 7555 487

Rotary Club of Greymouth
PO Box 276
Greymouth 7840
Contact: Christine Robertson
Phone: 03 768 0711

Rotary Club of Westport
PO Box 182
Westport 7866
Contact: Peter Robertson
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