



## Grant Application

### Supporting Documentation Required

Below is a list of documents that will be required for your application.

If you do not provide these documents your application could be considered non-compliant.

#### 1. Certificate of Incorporation

- A copy of your organisation's certificate of incorporation provides us with evidence that the organisation is bona fide.

- Schools do not need to provide this

Please name the upload **Certificate of Inc**

#### 2. Charities Commission Registration

- A copy of your organisation's certificate of registration

- Schools do not need to provide this

Please name the upload **Charities Registration**

#### 3. Letter of Affiliation

- This is only required if your organisation is a sports club or belongs to a national / regional body.

- The affiliation letter must be less than 12 months old.

- Please include a copy of the certificate of incorporation and/or charities commission registration for the national / regional body.

Please name the upload **Letter of Affiliation**

#### 4. Organisations Constitution / Trust Deed / Rules / Code of Conduct

- The constitution sets out the rules and objectives of your organisation which are used in our assessment process.

- If you are not incorporated or registered with the Charities Commission you must include a copy of your rules and/or other relevant document you may have which outlines the rules and objectives of your organisation.

- Schools do not need to provide this

Please name the upload **RCOC**

#### 5. Cover Letter

A brief outline of the organisation and its objectives

- Provide a description of the organisation to give us an understanding of what your organisation does and how it benefits the community. This can be either in the form of a letter (use the organisation letterhead if you have one) or any promotional material you may have.

- We are interested to know the areas your organisation covers, the beneficiaries of your work, the organisational structure and governance, and how the funds applied for will benefit the community.

- The more information you provide on the project the better understanding we have of the benefits to the community.

Please name the upload **Cover Letter**

#### 6. Pre-printed Deposit Slip for the Organisation's bank account.

- The deposit slip or statement must match the legal entity name of the organisation applying for funding.

- If you do not have a pre-printed deposit slip then you can provide bank generated account details verified by the bank

Please name the upload **Deposit Slip**

#### 7. Minutes on Letterhead

The organisations board is responsible to ensure that any funds granted are protected and used only for the purpose stated within the application and the minutes.

- We require a full copy of the minutes of the board meeting where it was agreed by the organisation to apply for funding from us.

- The minutes must contain a resolution to apply for funding from Trillian Trust Inc for the purpose and amount for which your organisation is applying for funding

**"It was agreed to apply to the Trillian Trust for \$500 towards the cost of 100 new drawstring bags to keep the toys protected"**

- Where possible the minutes should be signed as a true and correct copy by the Chairperson and/or Secretary of the board.

- If the minutes cannot be signed before the application is submitted include the full set of minutes and a separate signed copy of the resolution.

- The minutes must be **no more than three months old** from the date you have submitted the application.

- If the resolution was passed via electronic email, we require all email correspondence from board members endorsing to apply to Trillian Trust for funding. Please include a separate signed and dated copy of the resolution to confirm it is true and correct. These will need to be ratified at the next board meeting, so please also provide the date for the next meeting.

- These will not be available to anyone else and will be kept confidential. We use them only during our assessment process. You are welcome to black out any confidential information.

Please name the upload **Minutes**

#### **8. Resolution**

- A separate resolution must be provided if the minutes are not signed by the Chairperson and/or Secretary of the board and/or if the minutes do not specify in detail the resolution agreed by the board.

Please name the upload **Resolution**

#### **9. List of Committee Members**

- Provide the names of the committee members. This must include first and last name, along with position held.

Please name the upload **Committee Members**

#### **10. Quotes for the Goods and/or Services you are seeking funding for**

Quotes are used in our assessment process to ensure the costs of the goods and/or services are competitive and at the appropriate market rate.

- We require at least two competitive quotes (from different suppliers) for each item being applied for.
- Where you cannot get more than one quote for the goods and/or services please include an explanation as to why.
- Please note that we do not accept an explanation of the supplier being the organisation's "preferred supplier".
- The quotes should be detailed and list each item being purchased and any additional fees such as labour, freight etc.
- The quotes provided must clearly identify the supplier and their contact details. Personal emails will not be accepted.
- The quotes must clearly identify whether the amount is GST inclusive or exclusive, regardless of whether the supplier is GST registered or not.
- The quotes must be no older/more than three months old from the date you submit your application and be current (i.e. the cost is still valid).
- We do not accept website/print screens from websites as quotes

Please name the uploads **Preferred Quote / Competitive Quote**

#### **11. Set of Financials**

- Provide a copy of your most recent (latest) set of accounts that refers to your last full financial year.
- If these are not available, provide copies of your organisations bank statements (all bank accounts) for 3 months.

Please name the upload **Financials**

#### **12. Endorsement from the Principal**

- If you are applying from a school, please provide a letter from the Principal endorsing this application.

Please name the upload **Principals Letter**

#### **13. Wages/Salaries/Job Description/Employment Contract**

Applications for wages/salaries are considered on a case by case basis, and are not considered as a high priority for Trillian Trust.

- Please provide a current copy of the job description and signed and dated employment contract.

Please name the uploads **Job Description 'Name' / Employment Contract 'Name'**

#### **14. Poof of Identity**

- Provide ID for two people who are authorised to make this application.
- An Authorised Person means the Chairperson, Treasurer, Secretary of the board, Executive board member or a person authorised by the board. (The minute's taker/secretary are not an Authorised Person).
- A letter of authorisation, signed by the Chairperson must be provided if the person is not a board member.
- The ID must be either a drivers licence or passport including the photo and signature.
- Please ensure the ID is legible - we recommend you scan the ID in colour.

Please name the file: **ID Full Name of Person**

#### **15. Proof of Event/Names and Roles of people travelling**

- If your application involves costs for team travel and event costs, please upload proof of the flyer/invite/entry form and names and roles of people travelling.

Please name the upload **Event Details / Names & Roles**