



Supporting Documentation

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.

We suggest you prepare and have these documents available prior to starting your application.

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**

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**

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 from the date you submit your application.
- Please include a copy of the certificate of incorporation and/or charities registration and constitution for the national / regional body.

Please name the upload **Letter of Affiliation**

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 those with whom your organisation is affiliated to – e.g. national body 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**



Cover Letter

- 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**

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**

Minutes on Letterhead

The organisation's 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 copy of the minutes of the organisation's Board meeting where it was agreed by the Board to apply for funding from us.
- The minutes must contain a resolution to apply to Trillian Trust for the Authorised Purpose and amount of the funding. e.g.

"It was agreed to apply to Trillian Trust for \$2620.00 towards the cost of 30 new playing uniforms for our junior players"

- The minutes should be signed as a true and correct copy by the Chairperson, Treasurer and/or Secretary of the Board. (not the minute taker secretary)
- 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 on the date you submit the application.
- If the resolution was passed via electronic email, we require all email correspondence from Board members endorsing the application 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**



Resolution

- A separate resolution must be provided if the minutes are not signed by the Chairperson, Treasurer and/or Secretary of the Board (not the minute taker secretary) and/or if the Minutes do not specify in detail the resolution agreed by the Board.

Please name the upload Resolution

List of Committee Members

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

Please name the upload Committee Members

Quotes for the Goods and/or Services

Very important – submitting quotes, See next page



Quotes for the Goods and/or Services

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.
- The quotes should be detailed and list each item being purchased and any additional fees such as labour or freight.
- 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 NOT be more than three months old** from the date you submit your application.
- Quotes **must** be date valid – check the supplier terms on the quote to ensure the **quote has NOT expired**.
- We do not accept website/print screens as quotes.

— Some quotes contain many items. When entering quote details to the Project/Activity Costs **Grid** (Step 7) you must itemise every article in its own line or your application could be considered **non-compliant**. This could require you to reattach the same quote several times depending on the size of the list of items. See green table for ‘Correct way’ to submit quotes.

— The ‘Correct way’ is to **List** individual items and prices, for example: 30x Kids league shorts \$700.00, 30x Kids football jerseys \$1,600.00, 15x Adult football jerseys \$1,750.00, 100x Rolls of strapping tape \$595.00, 20x Crepe bandages \$200.00 etc.

— A non-itemised or abbreviated quote is the ‘Wrong way’ to submit a quote for many items for example, “Playing Uniforms as per submitted quote”. See WRONG Way table.

Correct way to provide quote details in the grid								
	Preferred Supplier	Item	Preferred Quote \$	Preferred Quote File	Competitive Supplier	Competitive Quote \$	Competitive Quote File	Requested Amount (\$)
	GA Sports	30x Kids League Shorts	700.00	Jerseyshort.jpg	Pop Sports	700.00	Kshort.jpg	700.00
	GA Sports	30x Kids Football Jerseys	1600.00	Attach quote	Pop Sports	1600.00	Attach quote	1600.00
	GA Sports	15x Adult Football Jerseys	1750.00	Attach quote	Pop Sports	1760.00	Attach quote	1750.00
	GA Sports	10x Rugby Balls	300.00	Attach quote	Pop Sports	350.00	Attach quote	300.00
	KayMark	40x Butterfly Stiches Pack 10	100.00	Medical.pdf	Med Ltd	150.00	Med.pdf	100.00
	KayMark	100x Rolls Strapping tape	595.00	Attach quote	Med Ltd	700.00	Attach quote	595.00
	KayMark	20x Crepe Bandage 7.5x4M	200.00	Attach quote	Med Ltd	220.00	Attach quote	200.00

WRONG way to provide quote details in the grid								
	Preferred Supplier	Item	Preferred Quote \$	Preferred Quote File	Competitive Supplier	Competitive Quote \$	Competitive Quote File	Requested Amount (\$)
	GA Sports	Playing Uniforms as per submitted quote	4350.00	Uniform.jpg	Pop Sports	4410.00	Uniforms.pdf	4945.00
	KayMark	First Aid Supplies as per submitted quote	895.00	Gear.pdf	Med Ltd	1070.00	Supplies.pdf	200.00

Please name the uploads Preferred Quote / Competitive Quote



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**

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**

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 a signed and dated employment contract.

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

Proof 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 (not the minute taker), Executive Board member or a person authorised by the Board.
- 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 to us in colour.

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

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**