



# Funding Application Form 2024

## The Sunrise Foundation Vision and Mission

Our Vision      Local giving for local needs

Our Mission    To connect people who care with causes that matter, to strengthen our local community forever

## Funding criteria and some background information

The Sunrise Foundation (Sunrise) is a registered Charitable Trust, established in 2014. The Foundation provides a trusted, effective and simple way for individuals, families, clubs and organisations to give long-lasting benefits to charitable causes in Tairāwhiti-Gisborne.

Every donation Sunrise receives is from the generosity of those that have the Tairāwhiti-Gisborne region at heart. Donations are made either as a one-off donation, a regular payment through payroll giving or automatic payment, or as a gift in a Will. Every donation we receive is invested, and the income generated is distributed to worthy, local causes that honour the wishes of the donor.

Sunrise is also the local funding manager for the Tindall Foundation. Sunrise has been nominated by the Tindall Foundation to distribute on their behalf. Their chosen causes being to support families and whanau and social services within our region.

Before you fill in your application form, you may find it helpful to read these tips:

- First check that your project is eligible to receive Sunrise funding. You will find our Funding Policy on our website [www.sunrisefoundation.org.nz/grants](http://www.sunrisefoundation.org.nz/grants).
- We are interested in hearing about the difference your project will make. Being really clear about the outcomes of your project is really helpful.
- Remember we will not assess your application on how well you present the information, so please don't worry about fancy formatting. Keep your answers clear and concise.
- Double-check you have completed your application in full, utilise the checklist provided.
- If you are unsure, give us a call. We are happy to provide guidance in any way we can.

Where can I get more information?

- Visit our website [www.sunrisefoundation.org.nz/grants](http://www.sunrisefoundation.org.nz/grants)
- Or contact Glenda Stokes  
[glenda@sunrisefoundation.org.nz](mailto:glenda@sunrisefoundation.org.nz)  
Phone 06 867 7939 or 027 529 5474

Sunrise supports charities and community organisations whose operations are focused in Tairāwhiti-Gisborne (the area covered by Gisborne District Council).

Current policy allows for consideration of funding of any organisation with a charitable purpose in Tairāwhiti-Gisborne that deliver in the following areas – arts, education, environment, health, heritage, community and sports.

Organisations which receive funding are required to provide a report outlining the use of the funds and measurable successes achieved from the funding provided.

The Questions in this application broadly relate broadly to the following categories. In the interests of transparency, Sunrise seeks to support a variety of activities and groups (subject to the funding available). To help us understand who will benefit from each grant and how they will benefit, we assess applications using the following matrix.



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<p style="text-align: center;"><b>WHAT DO YOU WANT TO DO?</b></p> <p style="text-align: center;">Organisations Core Business <b>OR</b> New Innovation</p> <p><i>Is this application intended to support the core business of your organisation so you can do more of what you current do? OR Is your organisation intending to branch out into a new area? If so, have you talked with others doing similar projects/initiatives?</i></p>	<p style="text-align: center;"><b>WHO WILL BENEFIT?</b></p> <p style="text-align: center;">Specific target group (Criteria) <b>OR</b> Flexible (Available to all)</p> <p><i>Do you have a target group that will benefit from a donation from Sunrise (e.g young people aged 12 – 18 years, or people who want to join a group?) OR Are you intending to deliver an activity that is open to anyone who is interested?</i></p>
<p style="text-align: center;"><b>COMMUNITY CONNECTIONS/RELATIONSHIPS</b></p> <p style="text-align: center;">Collaboration &amp; Sustainability</p> <p><i>Are you working collaboratively with another group? AND How sustainable is your activity/group?</i></p>	<p style="text-align: center;"><b>SUCCESS</b></p> <p style="text-align: center;">Results &amp; Reporting</p> <p><i>What will success look like? AND How will you know you have achieved success?</i></p>

For further details and to download our Funding Policy please visit [www.sunrisefoundation.org.nz/grants](http://www.sunrisefoundation.org.nz/grants).

## GST

Donations do not include GST. You do not need to account for a donation from Sunrise in your GST return.

## Timing of applications and notifications

Applications open	4 June 2024
Applications close	16 July 2024 at 4pm
Applications notified	by 25 September 2024
Funds Distributed	18 October 2024

## Closing Dates

Applications will close 4pm Tuesday 16<sup>th</sup> July 2024. Full applications must be in by this date. Due to high demand, we will not accept any late applications. We prefer applications to be emailed if possible.

## Grant payment

Approved Grants will be paid directly to your bank account, be sure to attach a deposit slip.

## How to apply

Please complete and return this application form to (we prefer applications be emailed):

[glenda@sunrisefoundation.org.nz](mailto:glenda@sunrisefoundation.org.nz) or Glenda Stokes  
Sunrise Foundation  
PO Box 1068



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Name of initiative/project/service:			
Funding amount requested:			
Name of organisation:		Date:	
Legal Status:		Charities Commission Registration #	
Postal Address:			
Street Address:			
Contact Person:		Position:	
Phone:		Mobile:	
Email:		Website:	

## 1. Tell us about your organisation


## 2. Describe the initiative/project/service for which you are requesting a donation and what the donation would be spent on (*What do you want to do*) and is this your organisation's core business (*have you done this before*) or something new? If you are applying for operating costs, please tell us about any Government contract funding that you receive.


## 3. Who will benefit from the service/project you are applying for funding for? (*e.g who is your target group?*)




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**4. Are there other community groups or organisations who are delivering the same or a similar type of project/initiative? If so, are you working collaboratively with them? (e.g who else will you be working with?)**


**5. How sustainable is the project/initiative? Do you have other resources contributing to the outcome you are seeking?**


**6. Give details of all costs associated with this initiative/project/service (include quotes from suppliers if you have them)**

Item / Activity	Amount (excl GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Cost	\$



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**7. List all proposed funding for this initiative/project/service.**

Source	Amount	Confirmed Y/N
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Cost	\$	

**8. List the resources that your organisation is supplying to this initiative/project/service (cash and non-cash e.g. staff time).**

Resource	Amount (\$ / hours)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Cost	\$



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How will you measure the success of your activity/initiative/project?

9. What does success for this activity/initiative/project look like?


10. How will you measure success?


11. How does this activity/initiative/project align with the values of the Sunrise Foundation?


12. Where do you operate (e.g. Gisborne City, East Coast)


13. Names, qualifications and experience of the key people who will implement this initiative/project/service


14. Organisations and networks with which you have regular contact and the links you have with the community you serve.


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## 15. Supporting information checklist

Your application should include the following supporting information:

- We have included our Charities Commission Registration Number. If you are **NOT** registered with the Charities Commission you need to provide proof a copy of your constitution.
- We have included a list of current governing body officers' names
- We have included a copy of our latest annual accounts
- We have included a printed bank deposit slip

Please include anything else you think we should know about your organisation or project. You may wish to give details about your history and the people involved, and some of your major achievements. Please include letters of support if you think these would be useful in assessing your application.

## 16. Applicant's declaration

- This application has the formal approval of our controlling Board/Committee/Authority.
- To the best of our knowledge the information provided in this application is true and correct.
- It is acknowledged that any decision made by Sunrise is final and we accept that no reasons for such a decision may be given, nor any correspondence entered into.
- We agree that any Grant made will be used for the purposes specified in our application or as directed by Sunrise. In the event that we cannot comply with the conditions of the Grant within the specified time, we will advise Sunrise of the surrounding circumstances to enable a review of the Grant to take place.
- We authorise Sunrise or its agents to make any enquiries of any third parties, (even though that may involve disclosing information contained in the application) or undertake audits of our organisation in connection with this application. This may include requiring a Police Check on any staff member or Trustee if requested.
- We acknowledge that this application and details of the Trustees' decision may be shared with other funders and made publicly available.
- We agree to immediately inform Sunrise should the initiative/project/service depart from that agreed.

**For and on behalf of:** This application needs to be signed by **two authorised members** of your organisation.

Organisation name: \_\_\_\_\_

1. Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

2. Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_