



Level 1, 112 Wrights Road, Addington, Christchurch
P O Box 13-980, Christchurch, New Zealand
Telephone: (03) 338 6741 Facsimile: (03) 339 1689

Port Blakely Ltd NZ Forestry Charitable Committee

Mission Statement: The Port Blakely Ltd NZ Forestry Charitable Committee purpose is to distribute funds in a way that enhances the lives of the stakeholders of the company. Port Blakely Ltd NZ Forestry believes in sharing the benefits from the company's forests through to those who are involved in the local communities.

Applications need to be made to the Committee in writing, with the downloaded cover note, and submitted by the dates notified on the website in order to be considered for that round. Persons or groups applying will submit one application only per event, to the committee.

The following additional criteria will be considered by the committee:

In respect of sports groups, cultural, community and charitable organisations grants will be made to recipients that are located in the general geographic area from which Port Blakely Ltd NZ Forestry operates:

- The "fit" of the applicant's project or funding requirements to that of Port Blakely Ltd NZ Forestry.
- The percentage contribution of the applicant's own fundraising efforts.
- The potential community benefit of the funding.
- Whether the applicant has received funding from the Committee, or elsewhere, previously.
- Whether the applicant has sought funding from other sources for the same purpose at the same time.
- The structure, legal status and longevity of the applicant.
- The spread of funding as required by the organisation documents
- The availability of funds for distribution

Consideration Process of Applications

1. Every applicant must have completed Port Blakely Ltd NZ Forestry Charitable Committee cover form.
2. All requested information and supporting documentation, such as the applicant's bank account, and any other relevant information the applicant considers will strengthen or, importantly, explain why they need funding must be included. (e.g. a quote for goods and services requested)
3. The application must be mailed to our office closest to you:

Port Blakely Ltd NZ Forestry
PO Box 139
TIMARU 7940

Port Blakely Ltd NZ Forestry
PO Box 13-980
CHRISTCHURCH 8141

Port Blakely Ltd NZ Forestry
Unit 3, 58 Cross Road
Marine Park, Sulphur Point
TAURANGA 3110

4. Only once an application is complete will it be considered by the Committee. Each application will be treated on its merits. The Committee may make any enquiries as necessary so as to be in a position to fairly consider each application.
5. The Committee has unfettered discretion to approve or decline any application.
6. Committee meetings are held twice per year. Every applicant considered by the Committee will be notified (in writing) of the outcome of the application within seven working days after the meeting.
7. Successful recipients will be advised of the conditions which are attached to receiving Committee funds.
8. All recipients should note that they may be audited by the Committee to ensure the funds have been allocated as proposed.

Applying for funding:

As you would appreciate, there are always more applications for worthy projects than can be funded from the money available for grants. It will help you and the members of the Port Blakely Ltd NZ Forestry Charitable Committee, therefore, if you would read the above guidelines before submitting an application. Please use the covering application form, provide all the information required and sign and date the form.

Making an application for funding:

Although we are trying to make applying for a grant as simple as possible, it is important that the Committee members have the information they need to make their decision about your application. Please complete a separate application form for each project or activity for which you are seeking a grant for.

So that there is enough time to research applications before the Committee meetings, late applications will not be able to be accepted.

Please Note:

- These guidelines, programs and closing dates are subject to change.
- Before lodging your application you must check the website to make sure guidelines and closing dates are current.

It is the responsibility of the applicant to check closing dates and apply accordingly.

In general, the committee will not fund any of the following:

- bodies which are themselves grant-making agencies;
- bequest programs;
- contribution to the corpus of another trust
- sectarian or religious bodies where services are limited to their own members;
- equipment, unless it is an integral part of an eligible project, or a very special need can be demonstrated;
- purchase of vehicles;
- budget deficits;
- general operating expenses;
- annual appeals;
- core programs funded from other sources;

We welcome short, succinct applications that respond clearly and thoughtfully to each item. Applications are assessed according to fit with the guidelines.

A. Project information to be provided (2-3 pages max.):

1. Describe the project, including the expected dates of commencement and completion.
2. Specify the location or place where the project will be conducted.
3. Define the aims of the project and the methods or strategies that will be used.
4. Describe the benefits, outputs and outcomes the project is designed to achieve.
5. Provide the name and contact details (including telephone) of one individual who would speak in support of the application if requested to do so by Port Blakely Ltd NZ Forestry Committee.

B. Organisational information to be provided:

1. Give a brief description of the history and purpose of your organisation.
2. Include information on any advocacy or lobbying that your organisation undertakes.
3. List the characteristics of the population that your organisation serves, for example, geographic location, socio-economic status, age.
4. Summarise the current programs and accomplishments of your organisation.
5. Provide a brief summary of all grants that your organisation has received in the last three years from trusts and foundations.