



## 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.*

**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 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 Online Grant Form
2. All requested information and supporting documentation, 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. 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.
4. The Committee has unfettered discretion to approve or decline any application.
5. Committee meetings are held as requests are received. Every applicant considered by the Committee will be notified (in writing) of the outcome of the application within seven working days after the meeting.



6. Successful recipients will be advised of the conditions which are attached to receiving Committee funds.
7. 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.

### **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.

### **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