

# How to Apply

## Application Guide



## Contents

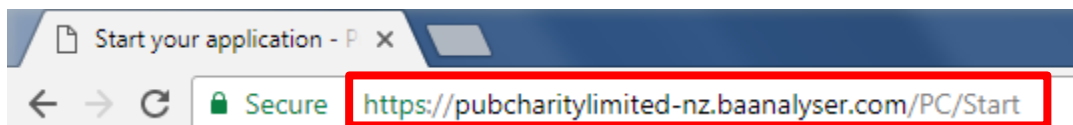
Accessing the Grant Site .....	3
Welcome page .....	3
Logging in To Pub Charity.....	4
Registration for New Applicants (“register now”).....	5
Organisation Registration .....	6
Let’s get started .....	8
Step 1 – Confirm Organisation Details.....	9
Step 2 – Organisation Information.....	11
Step 3 – Purpose of your grant .....	12
Step 4 – Document Requirements.....	13
Step 5 – Document upload .....	14
Step 6 – other funding .....	16
Step 7 – Application Details .....	17

## Accessing the Grant Site

### 1. To start an Application

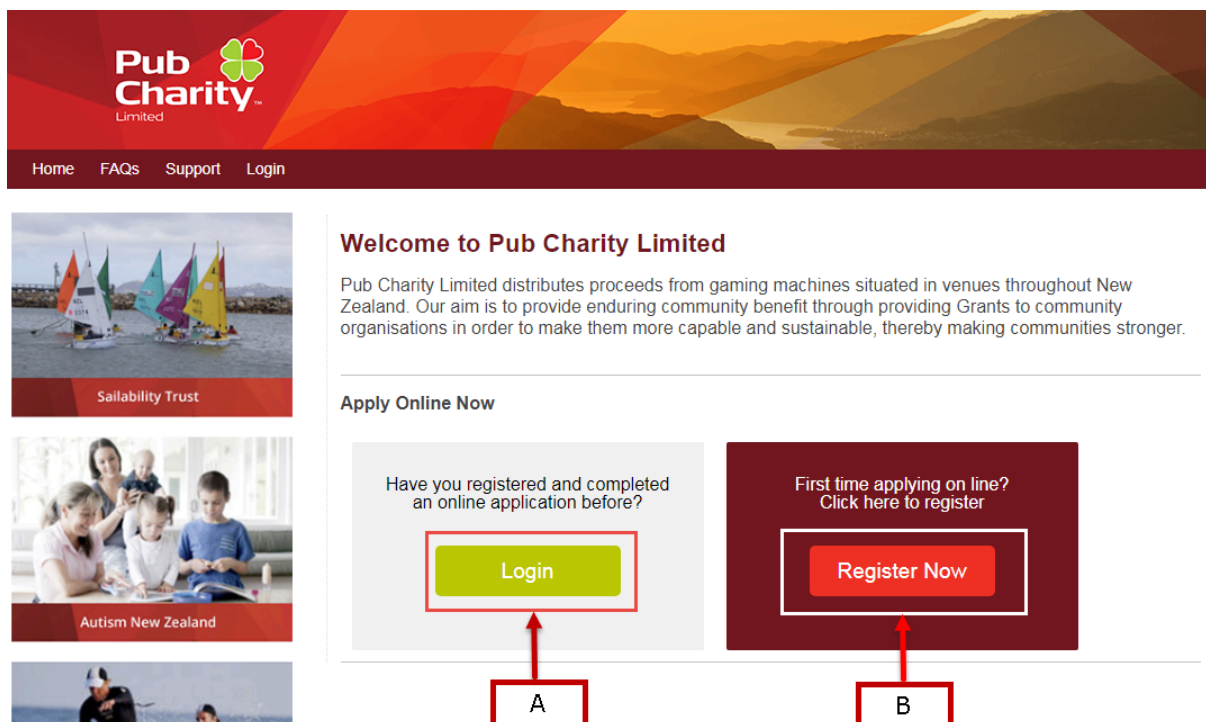
- To enter the site, enter [pubcharitylimited-nz.baanalyser.com/PC/Start](https://pubcharitylimited-nz.baanalyser.com/PC/Start) in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example: <https://pubcharitylimited-nz.baanalyser.com/PC/Start>



## Welcome page

- Once you have reached the welcome page, please do the following dependent on whether you are a new applicant, or whether you have made an application via this website before.
  - If you have made an application via this website before, please click "Login", and thus proceed immediately to the step titled "Start your application"
  - If you are a new applicant, please click "Register Now".



## Logging in To Pub Charity

If you are not a 'new' user, and you wish to log in to your already existing Pub Charity Limited Account, please complete the following steps;

- (a) Click on login

The screenshot shows the Pub Charity Limited homepage. At the top is a navigation bar with links: Home, FAQs, Support, and Login. Below the navigation bar are two featured images: 'Sailability Trust' (sailboats) and 'Autism New Zealand' (a family). To the right of these images is a 'Welcome to Pub Charity Limited' section. It contains a paragraph about the charity's mission and a section titled 'Apply Online Now'. This section has two boxes. The left box asks 'Have you registered and completed an online application before?' and contains a green 'Login' button, which is highlighted with a red box and labeled 'A'. The right box asks 'First time applying on line? Click here to register' and contains a red 'Register Now' button.

- (b) Enter your email address and password into the appropriate fields, followed by clicking on the 'login' button.

The screenshot shows the 'Welcome to the Applicant Dashboard' login form. It has a navigation bar at the top with links: Home, FAQs, Support, and Login. Below the navigation bar are three featured images: 'Sailability Trust', 'Autism New Zealand', and a third image of a person. The main content area contains a login form with the following elements: a title 'Welcome to the Applicant Dashboard', an 'Email' field with the text 'nikecup2013+99@gmail.co', a 'Password' field with masked characters, a red 'LOGIN' button, and a 'Forgot password' link. The 'Email' and 'Password' fields are highlighted with a red box and labeled 'B'. The 'Forgot password' link is highlighted with a red box and labeled 'C'.

- (c) If you have forgotten your password, please click on "Forgot password", and enter your email address into the appropriate field, followed by clicking on 'reset password'. You will then be sent a link that will allow you to reset your password.

The screenshot shows the 'Forgot password' form. It has a title 'Forgot password' and an 'Email' field. Below the email field is a red 'RESET PASSWORD' button and a 'Back' link. The entire form is highlighted with a red box and labeled 'C'.

## Registration for New Applicants (“register now”)

1. In this step, you will be completing the registration form.
2. Once you have filled in the fields with the adequate information required, please click on the “Next button”, to proceed to the next step.
3. Also, please tick the check box stating that you accept the terms and conditions, as you will not be able to proceed if you don’t.

### Online Application Registration

#### Person making the application to complete

First name: Jason

Last name: Bourne

Position: Admin

Phone: 1234567

Mobile: 021112222

#### Address Details

Street line 1: 20 Augustus Terrace

Street line 2:

Suburb: Parnell

City/Town: Auckland

Region/Prov./State: Auckland

Post/Zip code: 1052

Country: New Zealand ▼

#### For Your Applicant Dashboard Access

Email: jason@email.com

Confirm email: jason@email.com

Password: .....

Confirm password: .....

☒ I accept the [Terms & conditions](#) and understand that it does not mean that our organisation is guaranteed to receive a grant.

Please note: All application information will be kept confidential and is subject to our [Privacy Policy](#)

3

Next ►

2



## Organisation Registration

1. Before being able to proceed, you will need to fill out the appropriate fields as they are required as part of the application process.
2. The little red 'i' buttons, expand when clicked on, to provide you with more information with regards to their assigned fields. Please see the example below. If you wish to close the help text boxes that appear when clicked on, please click on the black 'x' located in the top right corner of the help text.
3. For the registered charity, incorporated society, and GST registered questions, please click on the appropriate buttons for these questions.
  - (a) For example, If you are not a registered charity, you would click on the 'no' dot as shown in the screenshot.
  - (b) For example, If you are GST registered you would click yes, and enter your GST number into the field that displays, as shown via the screenshot
4. To save the entered data, and proceed to the next page, please click the "Save and Next page" button.

**Organisation Registration**

*For more information or explanation, click the icon*

Name of Applicant

Organisation:

---

*For more information or explanation, click the icon*

**Street address**

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Region/Prov./State:

Post/Zip Code:

Country:

---

*For more information or explanation, click the icon*

**Postal address**


☒ Postal address same as street address?

*For more information or explanation, click the icon*

Applicant Organisation Phone:

Applicant Organisation After Hours Number:

**NOTE: This has been carried on to page 7**

For more information or explanation, click the icon 


## Key Contacts

### Contact

Full name:

Position:

Email address:


 Remove

### Contact


Full name:

Position:

Email address:


 Remove

## Add another contact

For more information or explanation, click the icon 


Is the organisation a registered charity?

- ☐ Yes
- ☒ No

For more information or explanation, click the icon 

Is the organisation an incorporated society?


- ☐ Yes
- ☒ No

For more information or explanation, click the icon 

Is the organisation GST registered?

- ☒ Yes
- ☐ No

Please enter the GST number:

For more information or explanation, click the icon 

Does your organisation operate nationally?

- ☒ Yes
- ☐ No

**Save and Next Page** 

1.

3a.

3b.

2.

Once clicked on the red 'i' button, the red information box pops up to provide more information about this field.

If you are GST registered, you must provide your GST registered number. Grants made to GST registered organisations will be paid excluding GST.

4.

## Let's get started

1. Read through the details and once you are ready to begin, click on the big button located below **"Let's get Started"**. The button is titled **"Pub Charity Grant"**.
2. This page is for providing details of the 'Start' and 'End' dates of the activity/project and 'Category' for Grant.
3. Once complete, click on the **"Get Started"** button at the bottom of the page.
4. To make the application process more simplistic, click on the help text icon to learn of crucial information that will speed up the application process.

### Welcome to Pub Charity Limited

Pub Charity Limited receives requests from many organisations each year seeking support for worthwhile initiatives. We maintain guidelines against which each proposal is assessed and applications which otherwise have great merit are not always able to be accommodated. The demand for funding always exceeds the funds available for distribution and therefore, it is inevitable that some applicants may be disappointed due to funding constraints.

Pub Charity Limited considers every grant, but we very rarely provide a Grant for any Applicant if their location, or event/activity location is in an area where we **do not have a venue**.

Before making an Application PLEASE check the FAQ's on this site for a full list of our venues and locations, from this link ([Click Here](#)) as We do not want you to have spent time applying only to find we have no funds available in your area. You may still be eligible if your physical address is in an area where we have no venues but you are providing a benefit to areas where we do have venues. If in doubt please contact our Grants team.

In undertaking an application, you will see the below icon appear above questions. Please click in the icon and read the information before completing the question.



Before commencing your application, please click on the help text located below, for key information that will assist you throughout the application.

For more information or explanation, click the icon

4.

Start by **clicking** on the **PUB CHARITY GRANT** button below to commence your application

**PUB CHARITY GRANT**

1.

**Start and End Dates:** Your project, activity, or purchase of an asset, can have the same start and finish dates, however, the end date should be when you are able to account for any funding you receive e.g. if you purchase an item today, then the end date should be after you have paid for the item and are able to provide proof of payment if any of these occur on the same day. If your application is for a capital item(s), enter the estimated purchase dates, into the date fields below.

Please enter the 'start' and 'finish' dates accordingly.

Start date:  Start date of the project/activity/purchase

End date:  End date of the project/activity/purchase

Please select which category your application applies to?

Grant category

Please select one...

**Get Started ▶**

3.

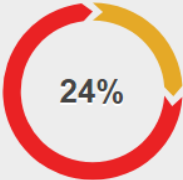
2.



## Step 1 – Confirm Organisation Details

1. In this step, you are simply confirming details of previously entered information, by making sure they are correct. If they are not correct already, then you need to correct them.
2. If the postal address is different from the street address, please untick the box, and enter the appropriate information.
3. To save the progress so far and to be able to continue on to the next step, please click “Save and Next Page”.

**Progress**



24%

**Step**

- 1. Confirm Organisation Details ☒
- 2. Organisation Information
- 3. Purpose of your Grant
- 4. Document Requirements
- 5. Document Upload
- 6. Other Funding
- 7. Application Details

### Step 1 - Confirm Organisation Details

For more information or explanation, click the icon ⓘ

Name of Applicant:

Organisation:

For more information or explanation, click the icon ⓘ

**Street address**

Street Line 1:

Street Line 2:

Suburb:

City/Town:

Region/Prov./State:

Post/Zip Code:

Country:

For more information or explanation, click the icon ⓘ

**Postal address**


☒ Postal address same as street address? 2.

For more information or explanation, click the icon ⓘ

Applicant Organisation Phone:

Applicant Organisation After Hours Number:

**NOTE:** The screenshot continues over to the next page.

For more information or explanation, click the icon 


## Key Contacts

### Contact

Full name:

Position:

Email address:

 Remove

### Contact


Full name:

Position:

Email address:


 Remove

### Add another contact

For more information or explanation, click the icon 


Is the organisation a registered charity?

- ☐ Yes
- ☒ No

For more information or explanation, click the icon 

Is the organisation an incorporated society?


- ☐ Yes
- ☒ No

For more information or explanation, click the icon 

Is the organisation GST registered?

- ☒ Yes
- ☐ No

Please enter the GST number:

For more information or explanation, click the icon 

Does your organisation operate nationally?

- ☒ Yes
- ☐ No

Save and Next Page 

3.

## Step 2 – Organisation Information

1. In this step, you are asked which of the listed options best describes your organisational structure. Please click on the box that best describes your organisational structure. If none of the options suit your description, please select the other box and then describe your structure in the field highlighted below. NOTE: in the screenshot below, “A federated organisation with a national coordinating office with separate region or state associations governed by independent boards” has been selected.
2. You are asked if your organisation has been affiliated to a regional or a national association. If you select yes, please state to whom your affiliated to.
3. Additionally, you are asked how long your organisation has been established for. To answer this question, please click on the arrow in the respective field to populate the possible answers.
4. If you wish to go back to the previous step without losing any of your entered data, please click on the “Save and Previous Page” button.
5. Additionally, to progress to the next step, please click the “Save and Next Page” button.

The screenshot shows the 'Step 2 - Organisation Information' form. On the left, a 'Progress' section shows a circular progress bar at 24%. Below it, a 'Step' list shows seven steps: 1. Confirm Organisation Details, 2. Organisation Information (highlighted), 3. Purpose of your Grant, 4. Document Requirements, 5. Document Upload, 6. Other Funding, and 7. Application Details.

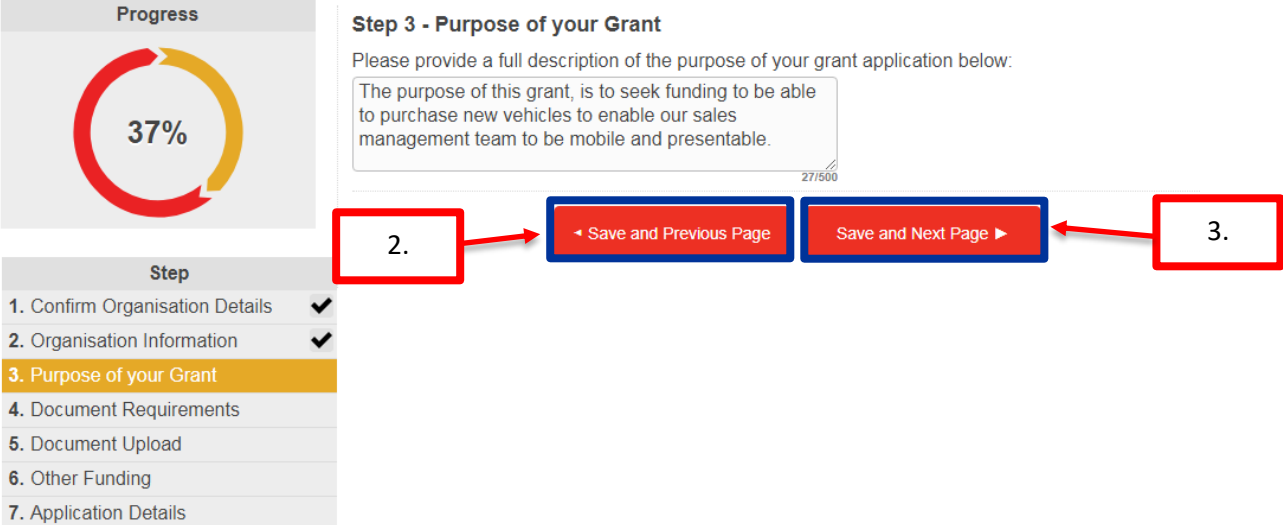
The main form area is titled 'Step 2 - Organisation Information' and contains the following sections:

- Which of the below best describes the organisational structure**: A list of seven options with checkboxes. The third option, 'A federated organisation with a national coordinating office with separate region or state associations governed by independent boards', is selected.
  - ☐ A national organisation
  - ☐ national office and a central membership database
  - ☒ A federated organisation with a national coordinating office with separate region or state associations governed by independent boards
  - ☐ A regional or state community based organisation
  - ☐ A local organisation
  - ☐ A school
  - ☐ An education facility (university or learning centre)
  - ☐ Other
- If you selected 'Other', please provide a brief description below:**: A text input field with a character count of 0/200.
- Is your organisation affiliated to a regional or national association?**: Two radio button options, 'Yes' and 'No'. The 'No' option is selected.
- How long has your Organisation been established for?**: A dropdown menu currently showing '1 - 2 Years'.

At the bottom of the form, there are two buttons: 'Save and Previous Page' and 'Save and Next Page'. Red arrows and numbered boxes (1-5) point to specific elements: 1 points to the list of organisational structure options; 2 points to the 'Yes' radio button; 3 points to the dropdown menu; 4 points to the 'Save and Previous Page' button; and 5 points to the 'Save and Next Page' button.

## Step 3 – Purpose of your grant

1. In this step, you will be asked to enter the purpose of your grant. Please note, you are allocated a word limit of 500 words to describe the purpose.
2. If you wish to go back to the previous step without losing any of your entered data, please click on the “Save and Previous Page” button.
3. Additionally, to progress to the next step, please click the “Save and Next Page” button.



The screenshot displays the 'Step 3 - Purpose of your Grant' application form. On the left, a 'Progress' section shows a circular progress indicator at 37%. Below it, a 'Step' list shows seven steps: 1. Confirm Organisation Details, 2. Organisation Information, 3. Purpose of your Grant (highlighted), 4. Document Requirements, 5. Document Upload, 6. Other Funding, and 7. Application Details. The main content area is titled 'Step 3 - Purpose of your Grant' and asks the user to provide a full description of the purpose of their grant application. A text box contains the example text: 'The purpose of this grant, is to seek funding to be able to purchase new vehicles to enable our sales management team to be mobile and presentable.' Below the text box, there are two buttons: 'Save and Previous Page' and 'Save and Next Page'. Red boxes with numbers 2 and 3 are placed over these buttons, with arrows pointing to them from the instructions above. The 'Save and Previous Page' button is highlighted with a blue border, and the 'Save and Next Page' button is also highlighted with a blue border.

**Progress**

37%

**Step**

1. Confirm Organisation Details ✓
2. Organisation Information ✓
3. Purpose of your Grant
4. Document Requirements
5. Document Upload
6. Other Funding
7. Application Details

**Step 3 - Purpose of your Grant**

Please provide a full description of the purpose of your grant application below:

The purpose of this grant, is to seek funding to be able to purchase new vehicles to enable our sales management team to be mobile and presentable.

27/500

2. ◀ Save and Previous Page

Save and Next Page ▶ 3.

## Step 4 – Document Requirements

1. This step is simply outlining the documents that are required to upload in order to complete your application. Please note that there are two types; (a) Mandatory and (b) Optional. Mandatory, simply means compulsory and thus you will not be able to proceed from step 5 to step 6 without uploading the listed documents.
2. For more information surrounding the upload of the organisation's accounts, please click on the help icon with the title "Click here for additional information with regards to organisation's accounts", as this will provide you with more detail.
3. Please note; In step 7 you will be required to upload a letter of consent. You will find the template attached to the 'started email'.
4. If you wish to go back to the previous step without losing any of your entered data, please click on the "Save and Previous Page" button.
5. Additionally, to progress to the next step, please click the "Save and Next Page" button.

**Step 4 - Guidance for Document Uploading**

Please read carefully

You will be asked to upload supporting documentation in the next step. This will include **mandatory documents** to be uploaded, regardless of the purpose of your application.

There may also be **additional uploads** required. Please ensure that all uploads are provided.

You must upload the requested documents to proceed, without these, we will not be able to process your application.

**1(a)** → **Mandatory Documentation** please make sure you have these available:

- The resolution for this application (A sample Resolution is provided below)

**Example of a Properly Worded Resolution**

It was agreed at the committee meeting held on the 1<sup>st</sup> of August 2012 of the Lakeside Writing Club to apply to **Pub Charity Limited** for a Donation to cover the costs of a **new computer**.

I certify that this is a true and correct record of a resolution passed at that meeting.

*William Wordsworth*  
William Wordsworth  
Secretary  
Lakeside Writing Club

**2.** → [Click here for additional information with regards to organisation's accounts](#) ⓘ

- The Organisation's accounts (audited if available). If these are not audited you will be asked to explain why.
- **Please Note:** There are four levels of 'audit' available and depending on the scale of the organisation applying, depends upon the audit – and associated costs. Pub Charity Limited seeks verification from the auditor that appropriate systems of accountability are in place. Please click on the help text icon titled "Click here for additional information with regards to organisation's accounts" located above and read this information carefully before uploading documents in step 5.

**3.** → **The Organisation's Bank account deposit slip**

**1(b)** → **Additional Documentation** may be required if your application involves salary or wages, or a letter of affiliation if you are affiliated regionally or nationally, or your organisation's tax exemption certificate. If your organisation has tax exempt status, please upload that certificate:

- Job description
- Letter of affiliation
- Your organisations IRD Tax exempt certificate

If you need to leave this application, to find documents for uploading you may do so and re-enter your application through your applicant dashboard, use the link in the started email that was sent to you

For more information on how to upload a document, click the icon ⓘ

**4.** → [◀ Save and Previous Page](#) [Save and Next Page ▶](#) **5.**



## Step 5 – Document upload

1. In this step, you are required to upload supporting documentation for your application. It is important to note, that you must upload your Organisation's Certificate of incorporation, the Resolution for this application, the Organisation's Accounts (audited if available) and the Organisation's Bank Account Deposit Slip as these are mandatory.
2. (a) To upload a document, please click on the **"choose file"** button  
(b) choose the appropriate file to upload. Once you have chosen the appropriate file, click open.
3. If the set of accounts provided are not audited, you will need to complete out the field below the **"choose file"** button to explain why.
4. If you wish to go back to the previous step without losing any of your entered data, please click on the **"Save and Previous Page"** button.
5. Additionally, to progress to the next step, please click the **"Save and Next Page"** button.

### Step 5 - Document Upload

As part of completing this application for funding, you are required to provide all your supporting documentation, **without these being uploaded, your application will not be considered**. If you have any further questions about uploads please see FAQ's. [Please rename your uploads to match the document](#).

For more information or explanation, click the icon ⓘ

Please upload your completed Resolution and name the file Resolution

Resolution of the committee/executive meeting

Documents	
<a href="#">Choose file...</a>	2.a

For more information or explanation, click the icon ⓘ

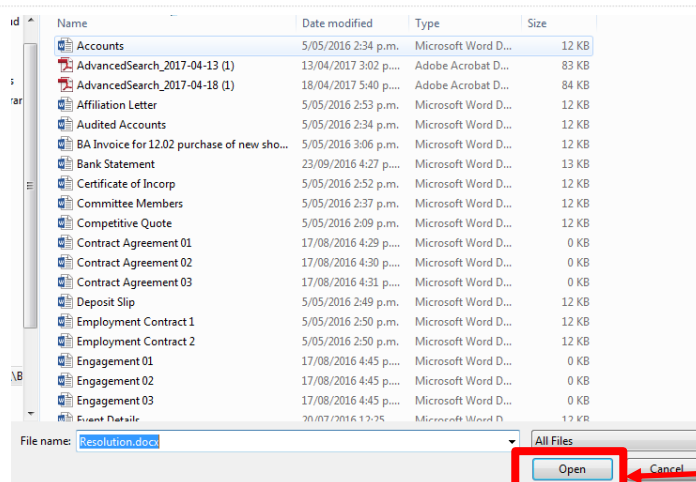
Please upload your Set of Accounts and name the file Accounts

Set of Accounts

Documents	
<a href="#">Choose file...</a>	


If the Set of Accounts provided are not externally audited, please explain why below:

3.



2.b


NOTE: THIS STEP CARRIES ON TO THE NEXT PAGE

For more information or explanation, click the icon 

**Organisation's Bank Account Bank Deposit Slip:** Please name the file **Deposit Slip**

Deposit Slip


Documents	
Deposit Slip.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	

For more information or explanation, click the icon 

**Please upload a copy of your organisation's IRD Tax Exemption Certificate** and name the file **Tax Certificate**.

IRD Tax Exemption Certificate


Documents	
<a href="#">Choose file...</a>	

For more information or explanation, click the icon 

**Please upload a copy of your Letter/Proof of Affiliation** and name the file **Affiliation Letter**

Letter of Affiliation

Documents	
Affiliation Letter.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	

For more information or explanation, click the icon 

**Please upload your Job Description(s)** and name the file **Job Description 1,2,3, etc.**

Job Descriptions

Documents	
Job Description 1.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	

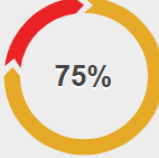
In addition to the above uploads, you will also be asked in Step 7 (final step) to upload quotes for the items of expenditure that you are seeking a grant for and to upload copies of signed employment contracts for any salary or wages applied for.



## Step 6 – other funding

1. In this step you are required to fill out the following:
  - (a) Is Pub Charity Limited the only trust you have applied to for funding for this purpose.
  - (b) Details about who your previous funders were (if any) with regards to the same purpose you are seeking funding for in this application.
  - (c) How much you have raised outside of this application for this project
  - (d) How much funding you require to complete the project
  - (e) How you intend on raising the balance
  - (f) If the organisation has funds available why they aren't being utilised for this application.
2. If you wish to go back to the previous step without losing any of your entered data, please click on the “Save and Previous Page” button.
3. Additionally, to progress to the next step, please click the “Save and Next Page” button.

**Progress**



75%

**Step**

1. Confirm Organisation Details ✓
2. Organisation Information ✓
3. Purpose of your Grant ✓
4. Document Requirements ✓
5. Document Upload ✓
6. Other Funding
7. Application Details

### Step 6 - Other Funding

For more information or explanation, click the icon ⓘ

Is Pub Charity Limited the only trust you have applied to for the same purpose?

☐ Yes  
☒ No

Please provide details of other funders (if any) your organisation has applied to for the same purpose.

Other previous funders include the Red Trust and the Blue trust

**Funding & Finances**

For more information or explanation, click the icon ⓘ

How much money has the Organisation raised for this project outside of this application? (NZD \$)

For more information or explanation, click the icon ⓘ

How much more funding does the Organisation need to raise to complete the project, outside of this application? (NZD \$):

How does the Organisation intend to raise the balance of the funds needed?

We intend to raise the balance of the funds through applications in the hope that they will be approved.

If the Organisation already has funds available, why are they not being used for this project/activity?

They have been delegated to other departments to cover their costs of operations.

2

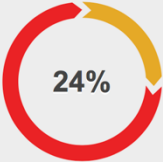
◀ Save and Previous Page
Save and Next Page ▶

3

## Step 7 – Application Details

1. When entering your bank details, please make sure that they match, as you will not be able to submit your application if they don't.
2. When entering the project cost, you simply have to put the cost of the entire project/activity.
3. When entering the requested amount, you simply have to put in the amount you are seeking to be granted by Pub Charity Limited. In this example, the total project cost is \$60,000.00, however, the company already has available funds of \$32,000.00 as mentioned in step 6 and thus is seeking the remaining \$28,000.00 to be provided by Pub Charity Limited.

**Progress**



24%

**Step**

1. Confirm Organisation Details ✓
2. Organisation Information
3. Purpose of your Grant
4. Document Requirements
5. Document Upload
6. Other Funding
7. Application Details

### Step 7 - Application Details

For more information or explanation, click the icon ⓘ

**The Name of your Bank and Branch**

Please enter the name of your bank (as shown on your bank deposit slip) and branch. e.g. Westpac Bank - Hamilton

Please enter your bank branch name:

Please ensure your bank account name matches your deposit slip you have uploaded.

Please enter your bank account name:

Please enter your organisation's bank account (corresponding to the deposit slip uploaded in step 5)

Bank account details:

Confirm details:

**Project Cost**

**What is the total cost of the project/activity?** Not just the amount you are seeking in this application, but the full amount of your project/activity (excluding GST)

What is the total cost of the project? (NZD \$):

**Requested amount**

What is total amount of funding this application is seeking? (Excluding GST) (NZD\$):

 1/1

1.

2.

3.

NOTE: THIS STEP HAS BEEN CONTINUED ON TO THE NEXT PAGE.

4. in the continuation of step 7 you are required to upload the following dependent on what your application is seeking funding for:
  - (a) If your application does in deed require the purchase of goods and services, then please upload a preferred and competitive quote as well as clicking on the little box that is situated to the left of “Project/Activity Costs”.
  - (b) If your application is seeking funding to be able to pay salary or wages, please upload the employment contract of who will be paid with this applications funding. Additionally, please click on the little box situated next to “Salary/Wages”.
  - (c) If your application happens to include both the purchase of goods and services as well as paying salaries and wages, then simply do each of step (a) and step (b)

**Two quotes** are required for each item that you are requesting funding for; being your preferred quote and a competitive quote. The only **exception** for this is when there is **no competitive quote** available, for example there is only one supplier in New Zealand. You must upload a letter explaining the reason for only providing one quote in the competitive quote document upload.

**All quotes must be less than 3 months old**, be addressed to the applicant and contain full supplier details (name, address, telephone, GST status, on that organisation's letterhead, etc) and must show the GST amount.

Website quotes are **not acceptable**.

*In the space below, please upload the preferred and competitive quotes for the items you are requesting and for each employment contract you are requesting funding for.*

Quotes and/or employment contracts

Preferred Quote(s)

Documents	
Preferred quote. .docx <a href="#">Remove</a> <a href="#">Choose file...</a>	
Competitive Quote(s)	
Documents	
Competetive quote file.docx <a href="#">Remove</a> <a href="#">Choose file...</a>	
Employment Contract(s)	
Documents	
Employment Contract.docx <a href="#">Remove</a> <a href="#">Choose file...</a>	

a

a

b

In the grids below, please enter the exact amount of the costs you are seeking, excluding GST, as the trust does not pay GST. If multiple items are on a single quote, upload both quotes once only against one of the items the quote addressed. Please enter each amount on a separate row. If you have 4 or 5 items on one quote, please complete one row for each item. Do not group items and costs into one row.

Salary timeframe refers to the length of time the salary or wages are applied to: i.e. 6 months, 1 year etc. The requested amount is how much you are seeking of the full salary.

Funds requested in this application to be used for Project/Activity Costs:

<input checked="" type="checkbox"/> Project/Activity Costs	a
Funds requested in this application to be used for Salaries/Wages:	
<input checked="" type="checkbox"/> Salary/Wages	b

**NOTE: THIS CONTINUED ON TO THE NEXT PAGE**



- Please enter quotes for the items required:

Salaries required with quotes:

Please enter the total amount of funding that this application is for to confirm the values you have entered in the above grids. (NZD \$):

*Any funds granted must be spent within 3 months.*

Please confirm that no funds being sought have already been spent by you

- No funds have been spent or committed

If your application is successful you may wish to acknowledge Pub Charity Limited's Support. Please include your application an outline of how you would do this.

- Mention us in your newsletter, website or magazine
- Acknowledge us at your AGM, Prize-giving or official opening
- Approach local newspapers/radio stations about our support
- Place our logo on uniforms and/or equipment
- Name an event, building, team, competition, piece of equipment or trophy
- Erect plaques, or signs with our logo around your premises/facilities

This document is the IP of BrandAdvantage Ltd and is confidential

9. You may also upload supporting document(s), again though, this is not mandatory.
10. To be able to submit the application, you are required to upload an “ID letter of consent”, you may download the template from the Pub Charity Limited website. Please do so, and complete the template before uploading. When you go to upload the completed template, please rename the document “ID Letter of Consent”. **Please note;** you will find the letter of consent template attached to the ‘started email’. Print it off and complete it and then reupload it here.
11. To be able to submit the application, please certify that the information provided in this application is correct to the best of your knowledge, that you have the authority to make this application on behalf of the organisation and that you consent to audit and Privacy Act declarations. To be able to do so click the box as shows below.
12. If you wish to go back to the previous step without losing any of your entered data, please click on the “Save and Previous Page” button.
13. If you wish to submit your application, please click on the Submit Application button, present at the bottom of the image.

**Please Note:** Pub Charity Limited would not be able to raise any funds in your community without the continued support of your local Pub Charity Limited member(s) and the people playing our gaming machines.

Attach any supporting documents here

[Choose file...](#)

Any attachments must be in Word, PDF, PowerPoint or an image file to a maximum file size of 150MB

## Declaration

### Consent to Audit

Pub Charity Limited records are subject to inspection and audit by the Department of Internal Affairs. Pub Charity Limited is required to provide details of all Grants to the Department of Internal Affairs. This grant application is made with the understanding that if any Department of Internal Affairs Officer so requests, the applicant organisation shall agree to participate in (at its own expense) any such inspection and/or audit. Pub Charity Limited may also request information and verification as to how the funds were used.

**Proof of Identity:** Please upload the “Letter of Consent” that was provided to you in the ‘started email’. Each person making the declaration **MUST** complete the form in full. Please name the upload ID Letter of Consent

**(Please Note:** The Letter of Consent template is attached in the ‘Started’ email)

Proof of Identity

Documents	
ID Letter of Consent.docx	<a href="#">Remove</a>
<a href="#">Choose file...</a>	

## Statement to Comply with the Provisions of the Privacy Act 1993

The personal information above is collected, and will be held by Pub Charity Limited for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold. We the applicant, allow the Pub Charity Limited to collect information about our organisation from third parties in respect of this application.

☒ I certify that the information provided in this application form is true and correct to the best of my knowledge. I have the authority to make the application on behalf of the Organisation. I agree to the Consent to Audit and Privacy Act declarations.

11

**PLEASE NOTE:** Once you submit this application, it may take up to 90 seconds to lodge, before the system will display the 'Thank you' message. Please wait for this to appear.

Enter your name in the text box:

Tom Smith

13

◀ Save and Previous Page

Submit Application ▶

14

End of Guide.