**FUNDING APPLICATION PROCESS**

*Applying for funding? Use this flowchart to make sure your application is complete*

1. **Your organisation meets the criteria for funding**
   - Yes: Contact the Trust office to arrange a pre-application visit, and to obtain an application pack
   - No: Not eligible for grant funding

2. **Contact the Trust office to arrange a pre-application visit, and to obtain an application pack**
   - Phone 307 0893 / 0800 323800

3. **Project defined / Specifications set**
   - Yes: Yes
   - No: Electrical inspector, heating engineer or energy auditor

4. **2 comparable quotes provided for each energy-related part of the project. EBET quote forms used, with quotes on company letterhead attached – dated and valid for at least 1 month.**
   - Yes: Application form completed & signed
   - No: Application on hold until provided

5. **Application form completed & signed**
   - Yes: Application on hold until provided
   - No: Supporting documents (see blue box) provided

6. **Supporting documents (see blue box) provided**
   - Yes: Application on hold until provided
   - No: Application on hold until provided

7. **Post application to PO Box 567, Whakatane 3158 or deliver to the Trust office, 5 Richardson Street, Whakatane**

8. **Application presented to the trustees at the next available Trust meeting, for a decision**
   - Yes or no

9. **Your organisation advised in writing of decision, within 7 days of Trust meeting**

**Audited accounts less than 12 months old – including audit report & asset register**

**Latest bank statement for each account**

**Printed bank deposit slip for payments**

**Tax exemption – IRD letter or Charities Commission certificate**

**Trust Deed / Rules / Constitution (signed and registered)**

**Letters of support**