



**TTCF ONLINE APPLICATION**     <http://www.ttcftd.nz>

**Use either Internet Explorer or Chrome.** This online application is incompatible with iPads/Tablets.

1. The online application is in two sections: **Part One: Organisation Details** needs to be completed before Part Two: Application Details can be accessed.
2. All fields marked with a red asterisk (\*) need to be completed.
3. As you enter data into **Part One: Organisation Details** there are options to click on **Save & Close**. Each time you do this an email will be sent to the **Main Contact Person** with an encrypted link to access the application at a later time. Should you stop & start the application over a period of time you will receive a series of emails. When resuming the application refer to the **most recent email** containing the **latest link**.
4. Once **Part One: Organisation Details** has been completed and you click **Save & Close**, the encrypted link in the next email will enable **Part Two: Application Details** to be accessed.
5. **Purpose:** Provide a succinct summary of what you are applying for, why it's needed and who will benefit. Should you need more space, you are able to upload a one page Covering Letter with you supporting documentation.
6. **Cost Breakdown:** List each item applied for & its cost. To the right of each line is a box: GST? If the item includes GST tick the box. If it does not, leave the box un-ticked.
7. **Consent to be Audited & Declaration:** Prior to completing the requested details, each authorised signatory needs to tick the box which states: "I declare that to the best of my knowledge...."
8. **Supporting Documentation:** In addition to the mandatory bank verification, resolution and financial statements, your responses to the questions about specific items requested will indicate the additional supporting documentation required. If you need some time to gather the required supporting documentation before proceeding further, click **Save & Close**.
9. **Documents Upload:** Provide documentation in PDF or JPEG formats only. There is no restriction on the size of documents, so if you have 6 quotes, upload all 6 at once rather than individually. The same applies to employment contracts et cetera.

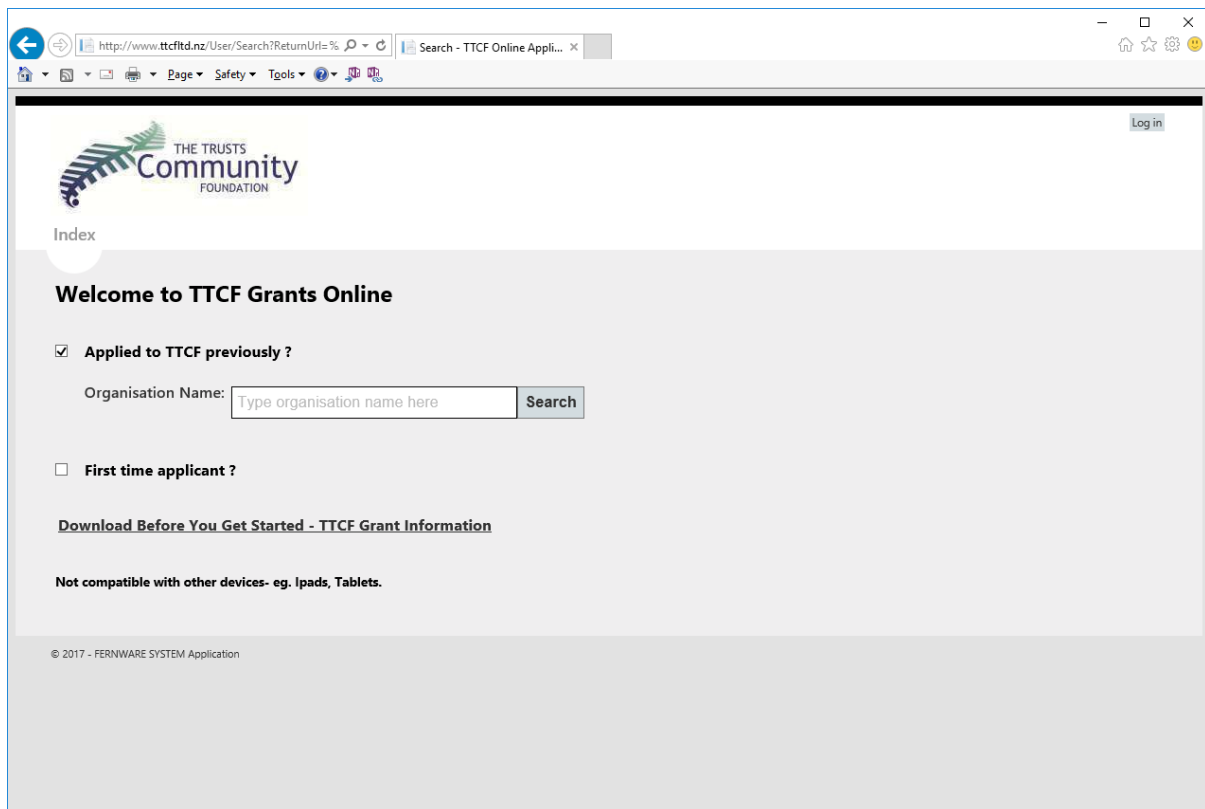
10. **Submit:** Once all documents have been uploaded, click **Submit**. A computer generated email will be automatically sent to you acknowledging receipt of your application, attaching a PDF copy of the application for your records and a PDF copy of the **Consent to be Audited & Declaration** page for the two authorised signatories to sign & post to the TTCF Grants Office.

**For any queries please call the TTCF Grants Office on 0800 882 3583 Extn 2.**

To apply to TTCF Online log onto <http://www.ttcfltd.nz>

If your organization has applied to TTCF in the past

1. Tick the box 'Applied to TTCF previously?'
2. Type into the box provided – Organisation Name – try inputting a few key words




The screenshot shows a web browser window with the URL <http://www.ttcfltd.nz/User/Search?ReturnUrl=%2F>. The page features the logo for 'THE TRUSTS Community FOUNDATION' and a 'Log in' link. Below the logo is an 'Index' link. The main heading is 'Welcome to TTCF Grants Online'. There are two checkboxes: 'Applied to TTCF previously ?' (checked) and 'First time applicant ?' (unchecked). Under the first checkbox, there is a text input field labeled 'Organisation Name:' with the placeholder text 'Type organisation name here' and a 'Search' button. Below this, there is a link 'Download Before You Get Started - TTCF Grant Information' and a note 'Not compatible with other devices- eg. Ipad, Tablets.' at the bottom. The footer contains the text '© 2017 - FERNWARE SYSTEM Application'.

[http://www.ttcftd.nz/User/Search?ReturnUrl=%](#)

Search - TTCF Online Appli... x

Page Safety Tools



THE TRUSTS  
Community  
FOUNDATION

Log in

Index

Welcome to TTCF Grants Online

☒ **Applied to TTCF previously ?**

Organisation Name:

high school

Search

☐ **First time applicant ?**

[Download Before You Get Started - TTCF Grant Information](#)

Not compatible with other devices- eg. Ipad, Tablets.

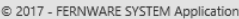
**Search Result - Click on link.**

Search Result will show only 20 records, to refine your search and get more precise results, please enter more specific keyword...

Full name of organisation	address
<a href="#">Henderson High School</a>	19 Henderson Valley Road Henderson Auckland 0612
<a href="#">Tokomairiro High School</a>	238 Union Street Milton Otago 9220
<a href="#">Avonside Girls' High School</a>	180 Avonside Drive Avonside Christchurch 8061
<a href="#">Otago Girls' High School</a>	41 Tennyson Street Dunedin 9016
<a href="#">East Otago High School</a>	3 Stour Street Palmerston 9430
<a href="#">Riccarton High School</a>	31 Vicki Street Riccarton Christchurch 80
<a href="#">Aranui High School</a>	91 Shortland Street Aranui Christchurch 8061
<a href="#">Cashmere High School</a>	172 Rose Street Christchurch 8024
<a href="#">Gore High School</a>	Private Bag Coutts Road Gore 9740
<a href="#">Massey High School</a>	274 Don Buck Road Massey Auckland 0614
<a href="#">Christchurch Boys' High School</a>	71 Straven Road Fendalton Christchurch 8014
<a href="#">Green Bay High School</a>	161 Godley Road Green Bay Auckland 0604
<a href="#">Papatoetoe High School BOT</a>	Nicholson Avenue Papatoetoe Auckland 2025
<a href="#">Kelston Boys' High School</a>	78-86 Archibald Road Kelston Auckland 0602
<a href="#">Burnside High School</a>	151 Greers Road Burnside Christchurch 8053
<a href="#">South Otago High School</a>	36 Frances Street Rosebank Balclutha 9230
<a href="#">Papanui High School</a>	PO Box 5220 Christchurch
<a href="#">Mairehau High School</a>	440 Hills Road Mairehau Christchurch 8052
<a href="#">James Cook High School</a>	Dr Pickering Avenue Manurewa Auckland 2102
<a href="#">Westlake Boys High School</a>	30 Forrest Hill Road Takapuna Auckland 0620

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The next slide is for organisations that have not applied to TTCF previously. Proceed to the following slide regarding inputting **Part One: Organisation Details**






http://www.ttcftd.nz/Applicant

New Applicant - TTCF Onli...

Page Safety Tools



Log in

Index

## ORGANISATION DETAILS

Organisation Details

Full name of organisation

\*

Please note: The organisation's name should generally be the same as the bank account name

Category which best describes your organisation's main area of focus

Community Wellbeing

\*

If your organisation is a school, what is the decile?

-Please select-

Type of organisation

Local

\*

Organisation's Physical Address Details - Please complete in full

Number of Street & Street Name

\*

Suburb

\*

City/Town

\*

Postcode

\*

(If unknown click [here](#))

Daytime telephone number

\*

Email Address

\*

Website Address

Organisation's postal address details - if different from physical address

P O Box Number

Suburb

City/Town

Postcode

(If unknown click [here](#))

Main Contact Person

Office Holders

Legal status

Financial statements

Bank Account Details

Save & Close

[Back to Index](#)

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http://www.ttcfltd.nz/Applicant


New Applicant - TTCF Onlin... x

Home

Star

Gears

Smiley

THE TRUSTS  
Community  
FOUNDATION

Log in

Index

ORGANISATION DETAILS

> Organisation Details

> Main Contact Person

> Office Holders

> Legal status

Legal status – Please complete the appropriate section below

Organisation is registered as an Incorporated Society/Charitable trust ?☐

Organisation is registered with the Charities commission ?☐

Alternative forms of Legal Status

Organisation is affiliated to a regional or national organisation ?☐

Organisation is a school ?☐

Organisation has another type of 'not for profit' status ?☐

> Financial statements

> Bank Account Details

Save & Close

[Back to Index](#)

←

→

http://www.ttcftd.nz/Applicant/CreateApplic


New Applicant - TTCF Onli...

Page

Safety

Tools

Log in



Index

## ORGANISATION DETAILS

Organisation Details

Main Contact Person

Office Holders

Legal status

Legal status - Please complete the appropriate section below

Organisation is registered as an Incorporated Society/Charitable trust ?☒

If ticked, type in the Certificate of Incorporation number

Certificate of Incorporation number

Please note: if you do not know your organisation's Certificate of Incorporation number click on this link to take you to the Companies Office website to determine the number.  
<http://www.companiesoffice.govt.nz/companies/app/ui/pages/companies/otherSearch>

Organisation is registered with the Charities commission ?☒

If ticked, type in the Charities Commission number

Charities Commission number

Please note: if you do not know your organisation's Charities Commission number, click on this link to take you to the Charities Commission website to determine the number.  
<http://www.register.charities.govt.nz/CharitiesRegister/Search>

Alternative forms of Legal Status

Organisation is affiliated to a regional or national organisation ?☒

If ticked, type in the name of the regional or national body

Name of the regional or national organisation

Please note: proof of current affiliation needs to be included with this application. For Example, an amateur sports group needs to be affiliated to a Sport NZ regional or national organisation.

Organisation is a school ?☒

Note applicant: an application from a school needs to include a letter from the principal, on school letterhead, endorsing the application for funding.

Organisation has another type of 'not for profit' status ?☒

Note to applicant: proof of tax exemption status will need to be included with this application.

Financial statements

Bank Account Details

Save & Close

[Back to Index](#)

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←

→

http://www.ttcftd.nz/Applicant/CreateApplicar


New Applicant - TTCF Onli...

Page

Safety

Tools

Log in



Index

**ORGANISATION DETAILS**

Organisation Details

Main Contact Person

Office Holders

Legal status

Financial statements

Bank Account Details

Bank Name

Account No

Is your organisation GST registered? Please tick the appropriate box

If 'yes' what is your GST number?

☐ Yes ☐ No

Please note: A TTCF grant is classed as a donation. If you are GST registered a TTCF grant will exclude GST. If you are not GST registered, a TTCF grant will include GST.

Save & Close

[Back to Index](#)

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←

→

http://www.ttcftd.nz/Applicant/CreateApplicar


New Applicant - TTCF Onli...

Page

Safety

Tools

Log in



Index

**ORGANISATION DETAILS**

Organisation Details

Main Contact Person

Office Holders

Legal status

Financial statements

Bank Account Details

Bank Name

Account No

Is your organisation GST registered? Please tick the appropriate box

If 'yes' what is your GST number?

☐ Yes ☐ No

Please note: A TTCF grant is classed as a donation. If you are GST registered a TTCF grant will exclude GST. If you are not GST registered, a TTCF grant will include GST.

Save & Close

[Back to Index](#)

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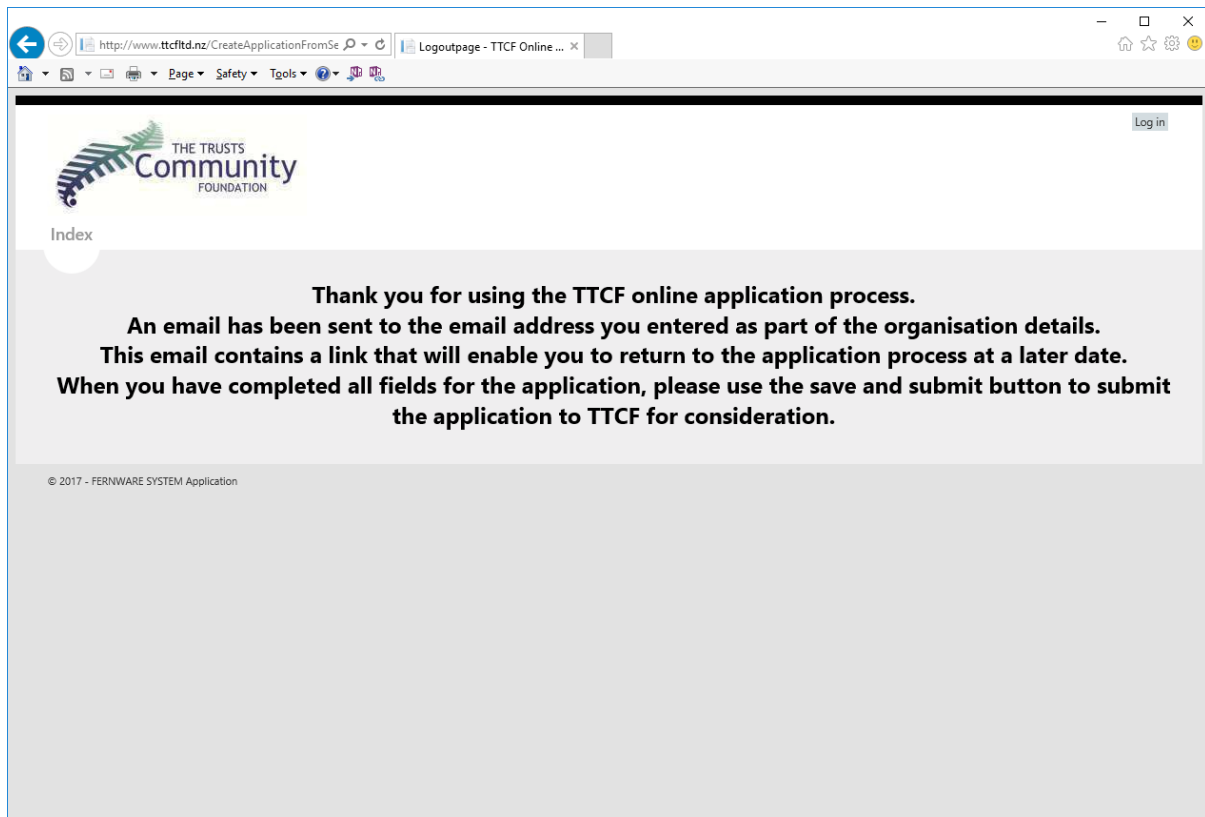
Confirm Email

Please confirm that the following is the correct email address of the Main Contact person for this online application to TTCF

ldsrf@fernware.co.nz

Ok

Cancel



**From:** [noreply@fernware.co.nz](mailto:noreply@fernware.co.nz)  
**Sent:** Wednesday, 19 July 2017 9.42am  
**To:**  
**Subject:** Confirming commencement of an application online to TTCF

Thank you for commencing an application online to TTCF.

This is an automated response. Please [Click here](#) to access and complete your application before submitting it to TTCF.

Should you have any queries concerning the application please phone 0800 882 3583, then press 2.

Kind regards

TTCF

http://www.ttcftd.nz/CreateApplicationFromSe


Edit Applicant - TTCF Onlin...

Page

Safety

Tools

Log in



Index

## Online Application Process

**ORGANISATION DETAILS**

› Organisation Details

› Main Contact Person

› Office Holders

› Legal status

› Financial statements

› Bank Account Details

Save & Close

PART ONE: ORGANISATION DETAILS

[PART TWO: APPLICATION DETAILS](#)

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http://www.ttcftd.nz/CreateApplicationFromSe


TTCF Online Applications

Page

Safety

Tools

Log in



Index

## Online Application Process

**APPLICATION DETAILS**

› Purpose & Cost

› Geographical Area

› Consent

› Supporting Documentation

› Documents Upload

Save & Close

Submit

[PART ONE: ORGANISATION DETAILS](#)


PART TWO: APPLICATION DETAILS

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http://www.ttcfldnz/CreateApplicationFromSeTTCF Online Applications

PageSafetyTools

THE TRUSTS  
Community  
FOUNDATION

Log in

Index

Online Application Process

APPLICATION DETAILS

PART ONE: ORGANISATION DETAILS

PART TWO: APPLICATION DETAILS

Purpose & Cost

Please summarise what you need the funding for and a reason for this request (Please do not type 'See Attached')

\*

Please note:  
1. If the application is for specific items, two competitive quotes for each item are required  
2. If the application is for an existing salary or contract, a copy of the signed contract and a position description are required  
3. If the application is for operating costs – rent, power, landline phone costs – copies of the last three months' invoices are required  
4. If the application is for travel & accommodation a copy of the official itinerary for which travel & accommodation is requested, together with a list of the members who are travelling are required  
5. If the application is for a capital works project a copy of the successful tender documentation is required

Please provide a cost breakdown of the items you want the grant to pay for:

Item	Amount	GST?
		<input type="checkbox"/>
<div>New Item</div>		
Total Amount excluding GST	\$0.00	
GST Amount if applicable	\$0.00	
Total Including GST	\$0.00	

Remove this item

Geographical Area

Consent

Supporting Documentation

Documents Upload

Save & Close

Submit


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Page Safety Tools

Log in



Index

## Online Application Process

**APPLICATION DETAILS**

**Purpose & Cost**

**Geographical Area**

If the purpose of the application relates to a particular geographical area, please specify the area

What is the total cost of this project?

How much are you asking TTCF for in total?

Note applicant: you will be required to provide a resolution as proof that your organisation supports this request for funding before submitting this application. The resolution must:

- Specifically refer to The Trust Community Foundation
- Clearly state the amount requested and the purpose for which funding is sought
- Include the names of all members who approved the resolution and the date on which the resolution was passed
- Be signed by the Secretary/Chairperson or other Executive Member
- Be printed on the organisation's letterhead

Approximately how many people will benefit from the grant?

Have you asked any other funding organisation for a grant for the same purpose?  
Please tick.  
Yes☒No☐

Please note : Please add the details of other funding Organisation.

Name of funding organisation	Amount requested	Status of application	
			Remove funding

Add other organisation funding details

What other activities will your organisation undertake to fund this project?  
For example, sausage sizzles, charity auctions, car washes, self-funding etc.

What will be the main benefit to your organisation, and the key outcomes achieved, as a result of a TTCF grant?  
Examples of outcomes may be an increase in membership, player numbers, coaches or volunteers, improvements in health and welfare etc.

Consent

Supporting Documentation

Documents Upload

Save & Close


Submit

**PART ONE: ORGANISATION DETAILS****PART TWO: APPLICATION DETAILS**

http://www.ttcfld.nz/CreateApplicationFromSe... - TTCF Online Applications

Page Safety Tools

Log in

  
Index

Online Application Process

APPLICATION DETAILS

PART ONE: ORGANISATION DETAILS PART TWO: APPLICATION DETAILS

Purpose & Cost

Geographical Area

Consent

CONSENT TO BE AUDITED AND DECLARATION

The Department of Internal Affairs (DIA) has the right to inspect all of The Trusts Community Foundation (TTCF) records. Grant recipients need to agree to comply with any requests from an officer of the DIA or TTCF for an inspection or audit. The consent to be audited must be signed by the applicant organisation's secretary and another authorised signatory. (For schools, signatories must include the secretary of the Board of Trustees or the school principal and another authorised signatory.)

By signing this application, we the undersigned:

- Agree to comply with any requests from an officer of the Department of Internal Affairs (DIA) or from TTCF for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.
- Agree that an officer of the DIA or TTCF may direct an audit or inspection of the books, accounts, or data systems into which the funds received have been deposited. This may be conducted by a chartered accountant in public practice, or a person appointed by the DIA.
- Agree to pay for any such audit or inspection and allow it to be carried out in a manner approved by the DIA or TTCF within the time frame specified by the DIA or TTCF.
- Confirm that any funds received as a result of this application will be used only for the purpose for which they were approved and that we will provide proof of expenditure and return any money we don't spent to TTCF. (Note: Any requests for a change of supplier/change of employee must be made to TTCF in writing, along with the provision of new quotes/contracts for the same. Failure to seek permission prior to expenditure being incurred may result in a request for the return of the funding.)

We declare that:

- The information provided in this application is true and correct to the best of our knowledge
- We have the authority to make the application on behalf of our organisation
- No person who is deemed to be a key person \* under the 2003 Gambling Act in any TTCF venue has been directly associated with, or otherwise party to, this application. \* A key person is anyone who has a significant interest in the management, ownership or operation of a Class 4 Venue.

Name of the Organisation

test \*

The name of the Organisation needs to be typed in by the applicant.

☐ Please tick

I declare that to the best of my knowledge, the information I have supplied is true and correct and that I have read and understand the terms and conditions in the consent to be audited and declaration section as displayed above.

Full name in CAPITAL LETTERS

\*

Role

\*

Date

\*

☐ Please tick

I declare that to the best of my knowledge, the information I have supplied is true and correct and that I have read and understand the terms and conditions in the consent to be audited and declaration section as displayed above.

Full name in CAPITAL LETTERS

\*

Role

\*

Date

\*

Supporting Documentation

Documents Upload

Save & Close

Submit


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http://www.ttcftd.nz/CreateApplicationFromSe... - TTCF Online Applications

Page Safety Tools

Log in



Index

## Online Application Process

**APPLICATION DETAILS**

**PART ONE: ORGANISATION DETAILS****PART TWO: APPLICATION DETAILS**

Purpose & Cost

Geographical Area

Consent

Supporting Documentation

If your organisation is applying for specific items please tick

Note applicant: you will be required to provide two competitive quotes for each item requested before submitting this application, or an explanation why only one quote is provided.

If your organisation is applying for an existing salary or contract please tick

Note applicant: you will be required to provide a position description and copy of a signed employment contract before submitting this application.

If your organisation is applying for operating costs - rent, power, landline phone costs- please tick

Note applicant: you will be required to provide copies of the last three months invoice's to support a request for power or landline phone costs; and/or a copy of the lease if applying for rent, before submitting this application.

If your organisation is applying for travel and accommodation please tick

Note applicant: you will be required to provide a copy of the official itinerary for which travel and accommodation is requested, together with a list of the members who are travelling, before submitting this application.

If your organisation is applying for a capital works project please tick

Note applicant: you will be required to provide a copy of the successful tender documentation before submitting this application. Please be advised that TTCF Directors will only consider an application for a capital works project once all preliminary work has been completed-i.e.architect's plans/drawings, engineering reports, building and resource consents, and tender process undertaken.

If your organisation wishes to provide a covering letter to support your application please tick

Note applicant: you will have opportunity to upload a covering letter to support your application prior to submitting the application. Please do not attempt to upload lengthy documents; a covering letter is all that is required.

Documents Upload


Save & Close

Submit

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Page Safety Tools



THE TRUSTS  
Community  
FOUNDATION

Index

Log in

Online Application Process

APPLICATION DETAILS

PART ONE: ORGANISATION DETAILS

PART TWO: APPLICATION DETAILS

Purpose & Cost

Geographical Area

Consent

Supporting Documentation

Documents Upload

Latest financial statements

Original bank verification

Resolution to apply for funding

Browse...

Browse...

Browse...

Please note: Click browse button to upload or add additional documents.

Save & Close

Submit

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Page Safety Tools

THE TRUSTS  
Community  
FOUNDATION

Log in

Index

Online Application Process

APPLICATION DETAILS

PART ONE: ORGANISATION DETAILS

PART TWO: APPLICATION DETAILS

Purpose & Cost

Geographical Area

Consent

Supporting Documentation

Documents Upload

Latest financial statements

Browse...

Original bank verification

Browse...

Resolution to apply for funding

Browse...

Specific Items:

Competitive quotes for each item requested

Browse...

Salary/Contract:

Position Description

Browse...

Copy of signed employment contract

Browse...

Operating Costs:

Copies of invoices for the last three months for power, landline

Browse...

Copy of lease to rent

Browse...

Travel & Accommodation:

Copy of official itinerary for travel and accommodation request

Browse...

List of members travelling

Browse...

Capital Works:

Copy of successful tender documentation

Browse...

Covering Letter:

Covering letter to support application

Browse...

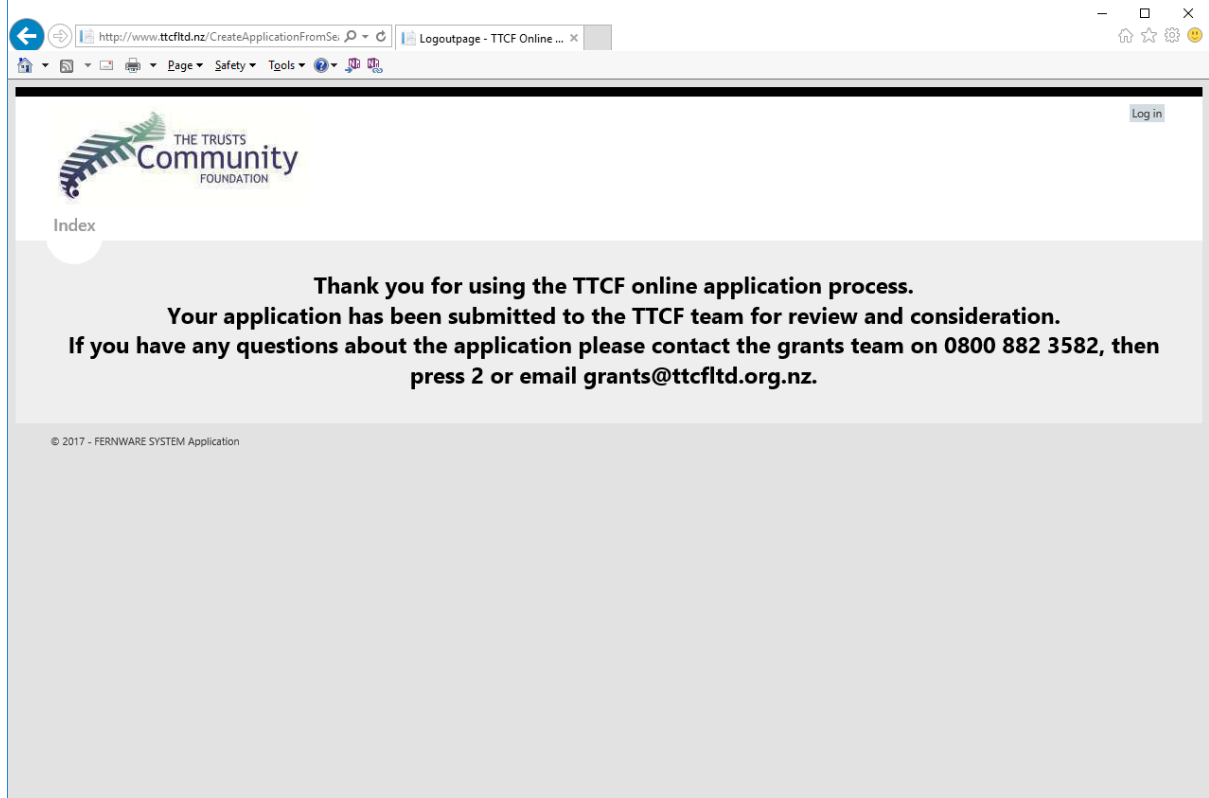
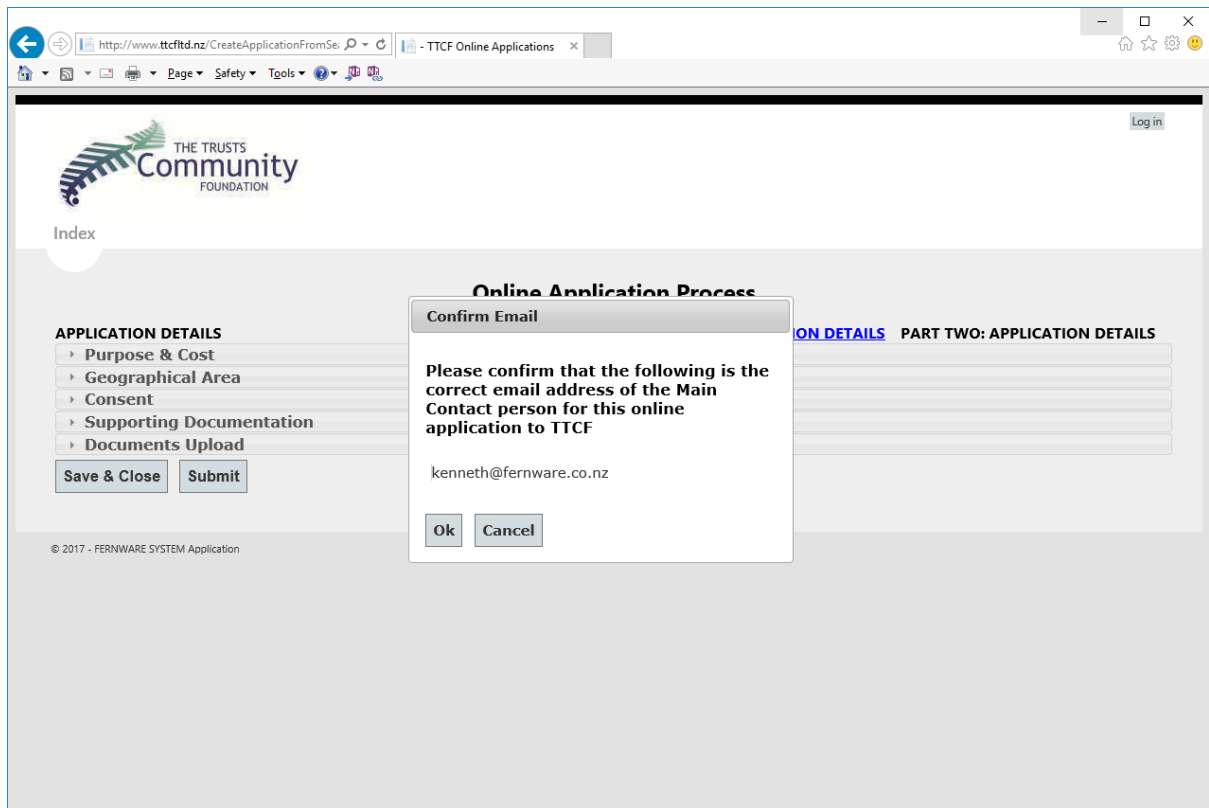
Please note: Click browse button to upload or add additional documents.

Save & Close

Submit

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**From:** [noreply@fernware.co.nz](mailto:noreply@fernware.co.nz)  
**Sent:** Thursday, 10 May 2018 4.35pm  
**To:**  
**Subject:** Confirming receipt of an online application to TTCF  
**Attachments:** 28833 Copy of Application pdf; Copy of Consent pdf

**Organisation:**

Thank you for submitting your organisation's application online to TTCF. Attached is a copy for your records.

Please post the 'Consent' page with authorised signatures to TTCF, Private Bag 93108, Henderson, Auckland 0650.

The TTCF Grants Team will assess your application for compliance in due course and will be in contact with you should they require further information.

Click on <http://www.ttcfltd.org.nz/how-to-apply/funding-rounds> to view the Closing Date, Meeting Date and Decision Date for each Funding Round.

Should you have any queries concerning your application please email [grants@ttcfltd.org.nz](mailto:grants@ttcfltd.org.nz) or phone 0800 882 3582, then press 2.

Kind regards  
TTCF