

COMPLETING THE “TRICKY” PARTS OF THE APPLICATION FORM

The Trust has identified two questions that applicants consistently have some difficulty completing and would like to offer some assistance in the form of this supplement. Please remember you also have the option of contacting the Community Development Advisor, Terri Eggleton by email (terri@baytrust.org.nz) or phone 0800 654 546 (within the Bay of Plenty) to discuss any concerns/questions you may have. Terri is also able to provide assistance in preparing your application.

QUESTION 12

This question displays what your project costs and funding sources are.

Project Costs

In the right-hand column under *Project Costs* list the components of your project and the cost of each of these which should be taken from quotes included with the application. If you are registered for GST please use GST exclusive amounts.

Beside *Total* add up the column listing *Project Costs* and this should be the same as the total of your *Funding Sources*.

Funding Sources

In the left-hand column beside *Funds on Hand* enter how much your organisation has to put towards the project. Then below that show details of any other committed funding. These amounts collectively should be at least 50% of your total project cost.

Beside *This Application* is where you enter the amount you are requesting from the BayTrust. This amount should not exceed 50% of the total project cost.

Beside *Total* add up the column listing *Funding Sources* and this should be the same as the total of your *Project Costs*.

QUESTION 21

This question summarises your audited accounts which are included with your application. You will notice that in bold we have indicated “Do not say refer attached” – it is helpful to the Trust for Accounts information to be summarised under the headings provided.

The *Revenue and Expenses* side relates to your *Statement of Financial Performance*, while the *Assets and Liabilities* relate to your *Statement of Financial Position*.

The *Net Income or Loss* figure is calculated by subtracting *Total Expenses* from *Total Revenue*. The *Total Net Assets* figure is calculated by subtracting the Sub Total of *Liabilities* from the Sub Total of *Assets*.

If any items do not match the headings already given, please accumulate those items under the heading “other”.