# WCT **Quick Response** Application form **[GUIDE]** 2019-20.

## Please do not fill this in and send it to us; this is for use as a guide only.

Please check that you are eligible before preparing your application.

Note: word counts/limits are not represented in this document.

## About your project

**Project Name:** Click or tap here to enter text.

**Total Project Cost:** Click or tap here to enter text.

**Amount Requested:** Click or tap here to enter text.

**Applying for:** Choose an item.

**Is this your organisation’s first application to Wellington Community Trust**? If you do not know, please call the Trust to confirm?Choose an item.

**Project Summary**

*Please provide a succinct description of your project/programme. (Max. 200 characters with spaces)*

Click or tap here to enter text.

**What would you like to achieve with this project?**

Click or tap here to enter text.

**Community Need**

*Please tell us:*

*a) How did you identify the need for this project?*

*b) How does this project meet that need?*

*c) How do you know your proposed response to that need will work?*

Click or tap here to enter text.

**Our grants are distributed across** [**three funding categories**](http://wct.org.nz/funding/funding-categories/)**. Please choose the category that is most relevant to your project.**

Choose an item.

**Please select which of the People/Places/Participation criteria your project meets. Your project must meet at least one for a Quick Response grant.**

*NB: If your project is in the ‘people’ category, for example, you do not need to meet any criteria in the ‘places’ or ‘participation’ criteria.*

**People Criteira:**

Addresses issues such as (but not limited to), poverty, disadvantage, family and gender-based violence and abuse, social exclusion, illiteracy and innumeracy and social isolation

Supports people and communities to develop their potential and improve their quality of life

Engages with the target population in a collaborative way, identifying solutions together

Take a strengths-based and/or community development approach to addressing identified issues

Takes an evidence-based approach to both identifying issues and proposing solutions

Reflects social justice principles in their kaupapa

Works towards social change using community development principles and/or advocacy

**Places Criteria:**

Promotes education and active engagement in the conservation of our natural environments

Promotes and supports the custodianship of our heritage and our natural environments

Preserves and promotes the unique cultural heritage of our region’s mana whenua

Takes an evidence-based approach to both identifying issues and proposing solutions

Preserves the significant history of our region

**Participation Criteria:**

Facilitates access to, and engagement in, arts across our region

Promotes the unique status of the Wellington region as being the arts capital of New Zealand

Promotes access to, and engagement in, cultural activities in our region

Promotes participation in activities that deliver positive benefits by improving people’s physical and mental wellbeing

Takes an evidence-based approach to both identifying issues and proposing solutions

Addresses barriers such as isolation and disadvantage that can discourage people to actively participate in recreational and sporting activities

**How does your project meet the criteria you have selected?**

Click or tap here to enter text.

**(For Participation projects only) Which category does your project fall under?**

Choose an item.

**Is your project an event?** Choose an item.

**Ethnicities: Which group(s) will this benefit most? (more than one may be selected)**

Asian

Māori

Pasifika

Middle Eastern / Latin American / African

NZ European

Other

**Priority Populations: Which group(s) will this benefit most? (more than one may be selected)**

Māori

Pasifika

Children and Youth at Risk

Isolated Elderly

LGBTQI+ Communities

Refugee Background / Migrant Background

Women and Girls

People with Disabilities

Other: Fill this in if ‘other’ selected:Click or tap here to enter text.

**Grant Region (more than one can be selected)**

Lower Hutt

Upper Hutt

Hutt Valley

Ōtaki

Kāpiti

Porirua

Wellington

New Zealand Wide

All (Region)

**Is this grant for ongoing activity/costs?** Choose an item.

## Your organisation’s finances

**Does your ORGANISATION receive any central or local government funding?** Choose an item.

**Please provide brief details if yes:** Click or tap here to enter text.

**Have you had/are you anticipating any significant financial changes?** Choose an item.

**If so, please describe:** Click or tap here to enter text.

## Other funding for this project

**Enter details of other funding you’re receiving for THIS PROJECT (including government funding):**

**Funder name:** Click or tap here to enter text.

**Funding Amount:** Click or tap here to enter text. **If Confirmed**: Choose an item.

**Funder name:** Click or tap here to enter text.

**Funding Amount:** Click or tap here to enter text. **If Confirmed**: Choose an item.

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**Funding Amount:** Click or tap here to enter text. **If Confirmed**: Choose an item.

**Required Documents:**

Latest Financials/Accounts

Detailed Project Budget *(If your organisation/programme is operating Nationally, please provide a Wellington-specific budget.)*

Bank Deposit Slip *(or official bank statement with your organisation’s name printed on it)*

Annual Report *(unless already submitted to Charities Commission)*