

Food Innovations Training Trust

Grant Application Form

Food Innovations Training Trust

[finance@primaryito.ac.nz](mailto:finance@primaryito.ac.nz);

C/- Primary ITO

PO Box 10-383

The Terrace

Wellington 6143

FUNDING CRITERIA AND GUIDELINES

**Terms and Conditions:**

1. The Food Innovations Training Trust (the Trust) is under no obligation to meet requests for grants. The funds belong to the Trust which has the sole right to determine whether a grant will be approved. No dialogue or correspondence will be entered into regarding decisions made regarding grant applications.
2. Grant applications will be received at any time for consideration and are subject to the availability of funds. Incomplete grant applications will not be considered by the trustees.
3. Applicant organisations must be from the dairy manufacturing, meat processing, or related industries and be operating in New Zealand. The applicant must have the delegated authority to commit the organisation to any specified co-funding arrangements.
4. Applications must be related to an initiative that will promote and advance education and training in the New Zealand dairy manufacturing, meat processing or related industries. Grant applications will be more favourably assessed if they are co-funded.
5. Approved funding will be provided as agreed with the successful applicant.
6. The Trust is not GST registered, and grants will be paid out for the GST exclusive amount applied for. The Trust will require invoices for the grant which show nil GST invoiced.
7. The Trust will require funds to be claimed within two years from date of awarding the grant unless otherwise agreed. If funds approved are not claimed, due to applicant being unable to complete the required obligation (as noted in the application form), the funds are considered available for new claimants.
8. Quarterly reports must be submitted to the administrators of the Trust. These are due on the last working day of each calendar quarter (31 March, 30 June, 30 September, 31 December) during the time the funding is being used. These can be emailed to [finance@primaryito.ac.nz](mailto:finance@primaryito.ac.nz).

**Who can apply for funds?**

To be eligible for a grant you need to be from an organisation that is currently operating in the dairy manufacturing, meat processing, or related industries.

**What sort of areas will be considered for funding?**

We fund what is referred to as ‘Authorised Purposes’, being purposes that have a benefit to the organisation and/or wider industry through an initiative that promotes education and/or training in the respective organisation and/or industry.

**Co-funding**

The co-funding of any applications may be supported by in-kind costs in lieu of direct financial contributions.

This is by no means a definitive list. The Trust will evaluate all completed applications. Receipt of your application will be acknowledged, and a letter advising the success or otherwise of your application will be provided by the Trust.

GRANT APPLICATION FORM

Organisation:

Physical Address:

Postal Address:

Telephone Number:

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| **Applicant’s name:** |
| **Applicants Job Title:** |
| **Title of proposed Project:** |

Description of the project the funds are being applied for: Provide separate documentation if necessary.

What will the grant be used for?

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GRANT APPLICATION FORM

**Funding Details**

Please show your contributions towards the total of your Project Costs in the Funds Raised column. Please show **GST exclusive** amounts only.

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| --- | --- |
| **Project Costs** | **$ GST Excl** |
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|  |  |
| Total cost of the project is |  |

|  |  |
| --- | --- |
| **Funds Raised –** How will your company contribute to the project? E.g. staff time, direct financial contributions etc. | **$ GST Excl** |
|  |  |
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|  |  |
| Your contribution is |  |

|  |  |  |
| --- | --- | --- |
| How much money are you applying for?  (**Figures and Words) (Excluding GST)** | **$** |  |

**The Trust is not GST registered. Grants will be paid out for the GST exclusive amount applied for**.

Has your organisation received a donation from this Trust previously? Yes/No

If “Yes” give brief details of the project, amount and when:

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GRANT APPLICATION FORM

**Documentation Requirements** (the following must be provided before the application can be considered)

1. **Bank Account Details:**

A pre-printed bank deposit form, bank statement or other record of account details in the name of the applicant company.

2. **Two current quotations for all goods or services requiring funding (NB: If there is only one national supplier, one quote will suffice).**

Supplier quotes must be current and addressed to the recipient organisation. Where applicable GST should be shown separately.

3. **Authorisation from two authorised signatories to apply for funding addressed to the Food Innovations Training Trust.**

**AUTHORISATION FOR APPLICATION**

We understand that the funds can only be used for the purposes stated and that any funds not used in this manner will be returned to the Food Innovations Training Trust. We agree to provide any information required regarding this grant to the Trust on request, including the provision of receipts or other proof of how the funds were used.

We agree that the Trust or its agent may obtain from any third-party information regarding the affairs of our organisation, as the Trust considers necessary for this application for funding assistance. We authorise any third party to disclose all such information to the Trust.

We agree to comply with a request from an officer of the Trust for any information relating to the receipt and use of funds granted. We agree that an officer of the Trust may direct an audit or inspection of the books, accounts or data systems in which the funds have been deposited. We agree that any audit or inspection will be carried out in a manner approved by the Trust, within the timeframe specified by the Trust. We agree that we shall pay for the cost of any such audit or inspection, which may be conducted by a Chartered Accountant in public practice, the Trust or an employee of the Trust.

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| --- | --- | --- |
| **Name of Authorised Managers:** |  |  |
| **Job titles:** |  |  |
| **Signatures:** |  |  |
| **Date:** |  |  |

**Please submit any completed applications to** [**finance@primaryito.ac.nz**](mailto:finance@primaryito.ac.nz)

**Phone: 04 801 8006**