



In association with  
Rotary Clubs of  
Alexandra & Cromwell

## Application Guidelines

### Objectives of the Lend a Hand Foundation

The aim of the Lend a Hand Foundation is to assist small charitable organisations and individuals by providing funding, mentoring or through the provision of goods/services. The Foundation is administered by the Central Otago Lend a Hand Foundation Trust, which is made up of representatives from the Rotary Clubs of Alexandra and Cromwell representing the Central Otago region.

### Who can apply for funding from the Foundation?

Any individual or charitable organisation is eligible to apply for funds from the Lend a Hand Foundation. The application must relate to an identified individual or community need in Central Otago and groups/individuals must show that they have made a significant effort to contribute to the project/need themselves.

All applications must be on a current Lend a Hand Foundation application form.

Applications will not be considered from any of the following:

- Commercial or profit orientated organisations or individuals
- Projects with a religious or political purpose
- Rents or overhead costs
- Completed projects
- Conference organisation

Generally, the maximum grant from the Foundation is \$500 for individuals and \$1000 for charitable organisations or groups, however, at the Trustees' discretion the Foundation may provide a greater level of assistance. Each organisation or individual will be limited to one successful application per year. If there are sufficient funds the Foundation may provide larger grants each year of up to \$2,000. This major funding round will be publicly promoted.

All applications to the Foundation must be supported by one of the Rotary Clubs of Alexandra or Cromwell.

### How are funding applications decided upon?

A Grants Committee made up of representatives of the Rotary Clubs will meet periodically to consider the applications, however special meetings will be called to consider any urgent applications. All decisions of the Foundation's Grants Committee will be final.

### Successful applicants

Successful applicants are expected to report back to the Foundation on the success of the project and acknowledge the granting of funds by the following means:

- By acknowledgement in annual accounts/reports
- By acknowledgement in publicity material
- By involvement in promotion of the Foundation to the media, if appropriate.
- By attending as a guest speaker at a Rotary Club, if requested

For more information, please contact your local Rotary Club:

Rotary Club of Alexandra  
PO Box 191  
Alexandra 9340

LaH Contact: Charles French  
Phone: 03 449 2824

Rotary Club of Cromwell  
PO Box 245  
Cromwell 9342  
Rotary.Cromwell@gmail.com

LaH Contact: Keith Morgan  
Phone: 03 445 1130

Roxburgh Applicants  
C/O Rotary Club of Alexandra  
LaH Contact: Sue McGregor

Phone: 0274 355135

# Lend a Hand Foundation

Application on behalf of:

(Name / Entity):

Contact:

Address:

Phone:

Mobile:

Email:

Reason for application:

## Lend a Hand Foundation

Anticipated Outcomes/Benefits (attach additional pages if required):

Finance (Attach Budget/Quotes if Applicable):

*Applicants must show that they have made a significant effort to contribute to the project themselves*

Total Project Cost: \$

Funding Plan: (Brief breakdown of how the project will be funded).

Total Amount Requested: \$

I certify that the information contained in this application is true and correct.

Name:

Date:

Signed:

Payee/Account Details: (The account to which payment should be made in the event of a grant being approved)

Account Name

Account Number

Please send this completed application form to the Lend a Hand Foundation, care of your local Rotary Club