



16 February 2018

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Funding facilitator  
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Hours: 9am to 3.30pm weekdays

(09) 438-03948

What you can prepare for the funding process:

1. The organisation's common seal or certificate of incorporation
2. GST number if you are registered
3. IRD number
4. If you are a registered Charity – a copy of your Charities Commission certificate or else, can you register?
5. You have a committee with minimum
  - 1 member
  - 1 treasurer
  - 1 Chair person
  - 1 Secretary
6. **A Budget simple but comprehensive**
7. An original printed bank deposit slip for your bank account in the NAME of your organisation
8. Confirmation that your /organisation is affiliated to a recognised national organisation. E.g. Baptist church belongs to the Northern Baptist Association or 24/7 to 24/7 National office.
9. A current statement of income and expenditure for the last 12 months, and a Balance Sheet certified as correct by two of the principal officers of your group.
10. Audited accounts if your trust deed asks for audits
11. If applying for salary/wages, provide a job description and a signed employment contract.
12. 2 competitive quotes for the item you wish to buy.