Oxford SPORTS TRUST Inc.
ASSISTING THE COMMUNITY

How to Apply

Application Guide

TOTARA GROVE SCHOOL
TUPU TAHI - GROWING TOGETHER

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Accessing the Grant Site

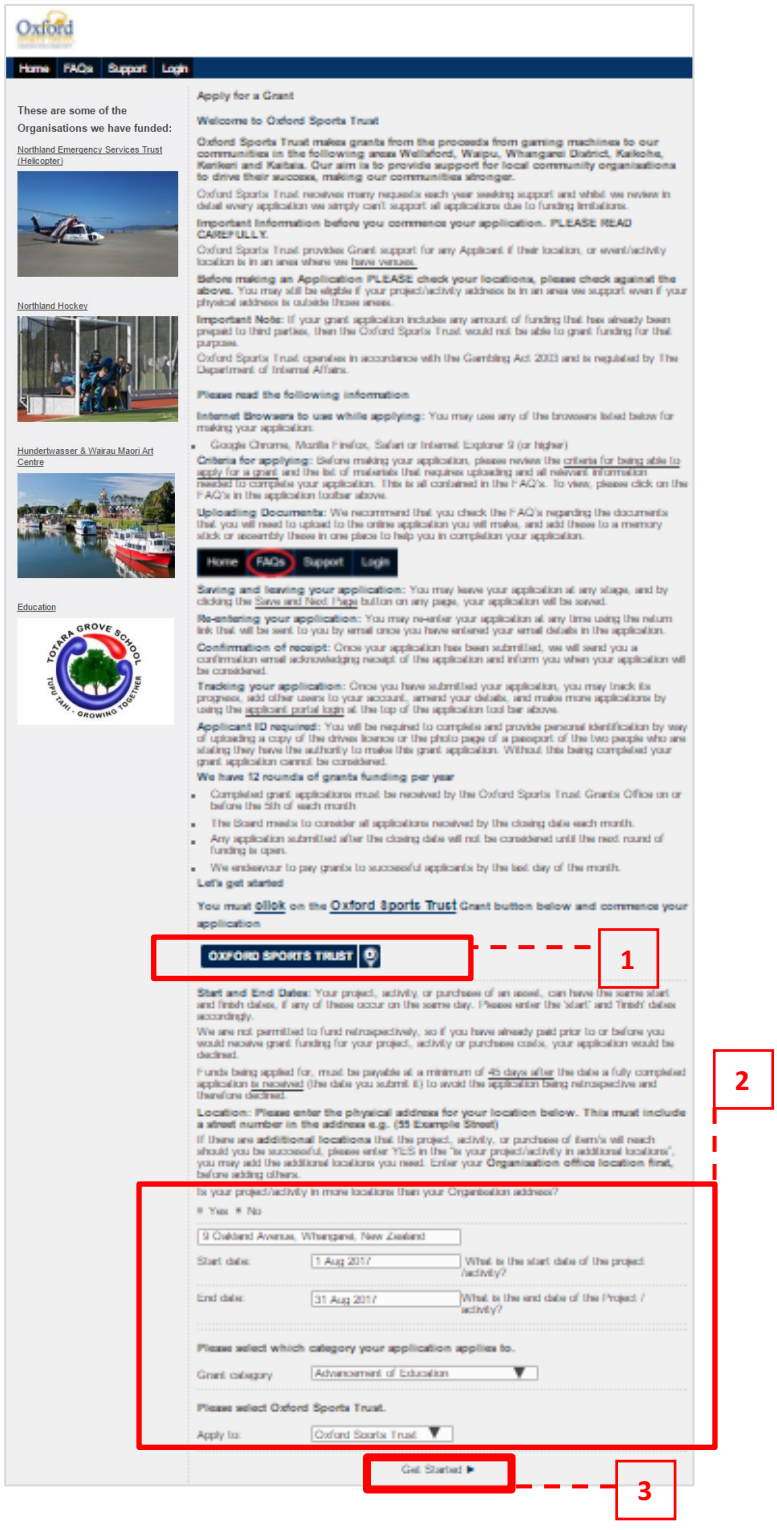
1. To start an Application

   ↳ To enter the site, enter **oxfordsportstrust-nz.baanalyser.com/start/** in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example:

Let's Get Started

1. Read through the details and once you are ready to begin, click on the big button located below "**Let's get Started**". In this example, the button is named "Oxford Sports Trust")
2. This page is for providing details of the '*Location*'; '*Start*' and '*End*' dates of the activity/project and '*Category*' for Grant.
3. Once complete, click on "**Get Started**" at the bottom.

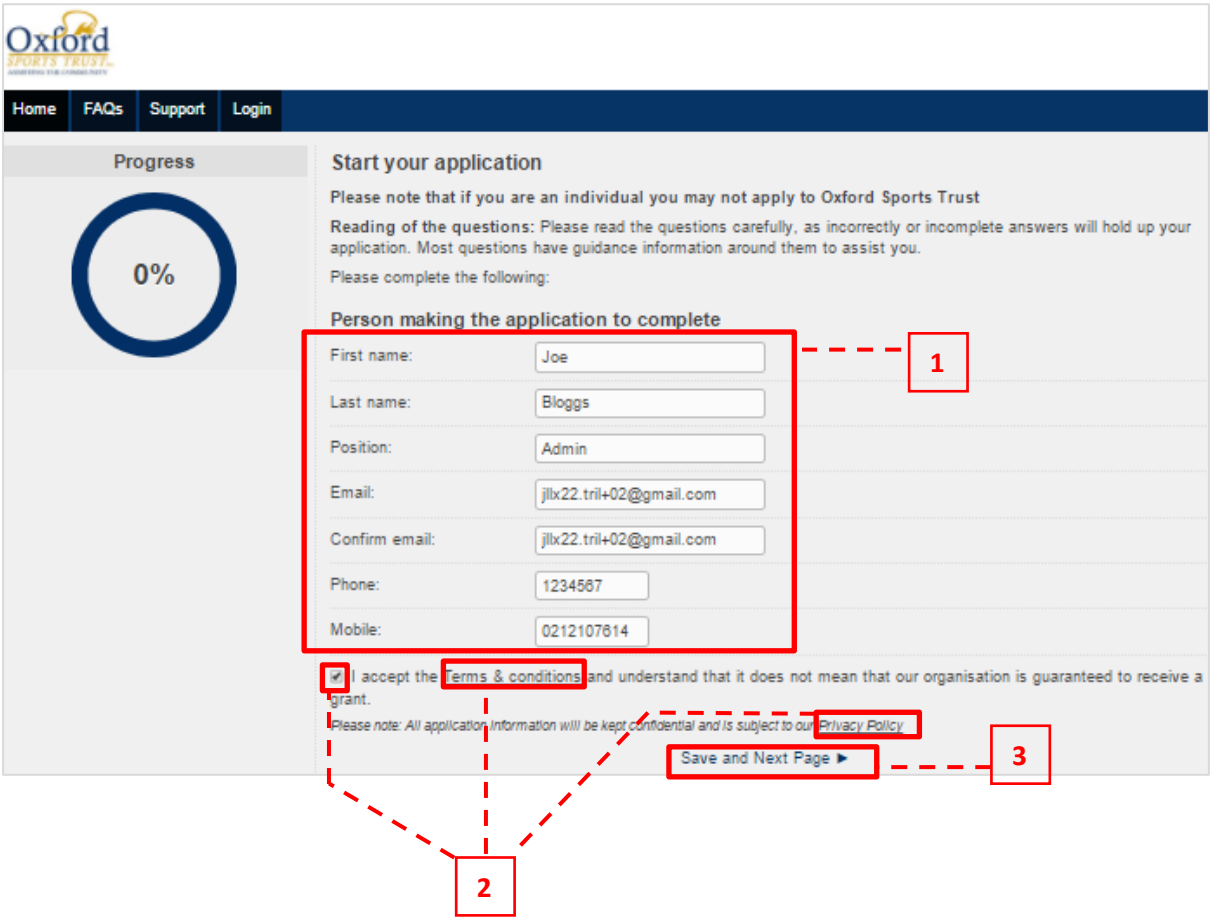


Start Your Application

1. Before running through the Application Steps first, fill in your applicant details (you) so we can identify who is filling in the application. These consist of your contact details etc.

2. Once completed, click the **Terms and Conditions** checkbox on the bottom. If you would like to view more details on it, you can do so by clicking on "**Terms and Conditions**" and "**Privacy Policy**" links.

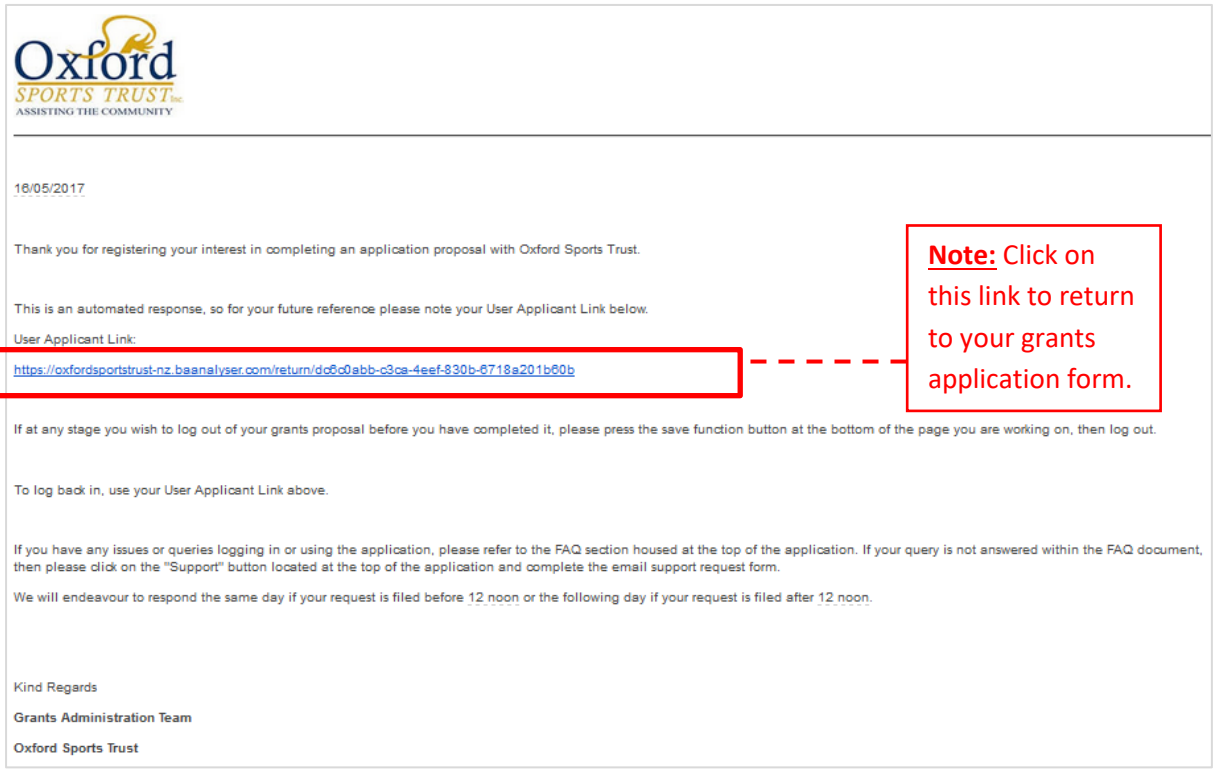
3. Click "**Save and Next Page**" to proceed with the rest of the Application.



Get Started Email

After you have clicked "**Save and Next Page**" from the 'Start your application' page, you will receive an email (sent to the email address you have entered) with a link provided.

The link provides you access to your application.



Oxford SPORTS TRUST Inc.
ASSISTING THE COMMUNITY

16/05/2017

Thank you for registering your interest in completing an application proposal with Oxford Sports Trust.

This is an automated response, so for your future reference please note your User Applicant Link below.

User Applicant Link:

https://oxfordsportstrust-nz.baanalyser.com/return/dc6c0abb-c3ca-4eef-830b-6718a201b60b

If at any stage you wish to log out of your grants proposal before you have completed it, please press the save function button at the bottom of the page you are working on, then log out.

To log back in, use your User Applicant Link above.

If you have any issues or queries logging in or using the application, please refer to the FAQ section housed at the top of the application. If your query is not answered within the FAQ document, then please click on the "Support" button located at the top of the application and complete the email support request form.

We will endeavour to respond the same day if your request is filed before 12 noon or the following day if your request is filed after 12 noon.

Kind Regards

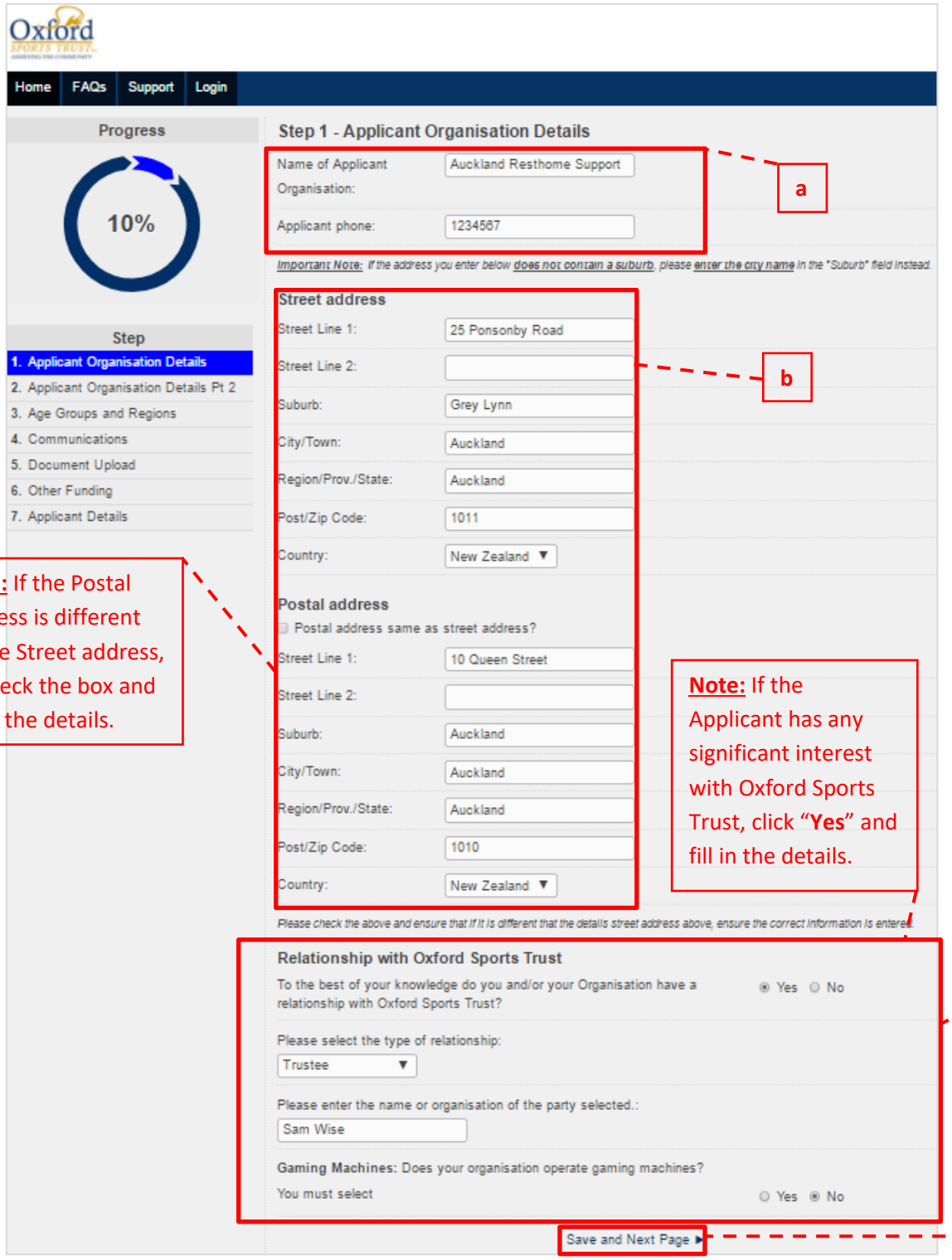
Grants Administration Team

Oxford Sports Trust

Note: Click on this link to return to your grants application form.

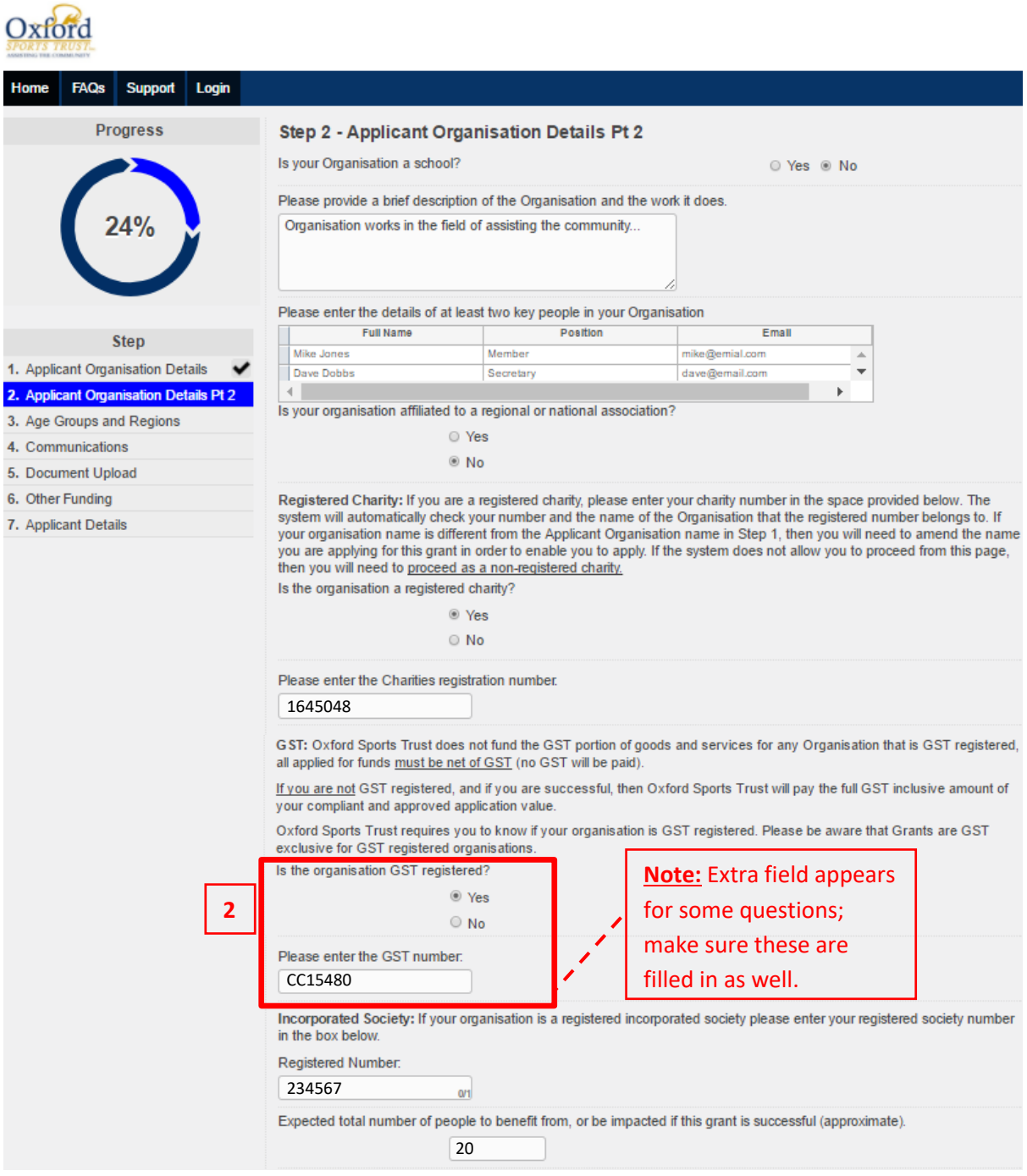
Step 1 – Organisation Details

1. Fill in Applicant Organisation details, these consist of:
   a. Name of Applicant Organisation; Contact Details
   b. Physical & Postal Address
   c. Relationship with Oxford Sports Trust and a question as to whether your organisation is Operating Gaming Machines
2. Click "**Save and Next Page**" to proceed to the next step.



Step 2 – Organisation Details 2 (Pt. 1)

1. Here is where you are required to provide details about your Organisation in making an application.
2. Please make sure if a question you selected has an extra drop-down field, fill in that field as well.
   - E.g. Selecting 'Yes' for being a 'Registered Charity'; extra field drops down to fill in the registration number; etc.
3. Once all the necessary fields have been completed, click "**Save and Next Page**" at the bottom of the page to proceed to the next step.



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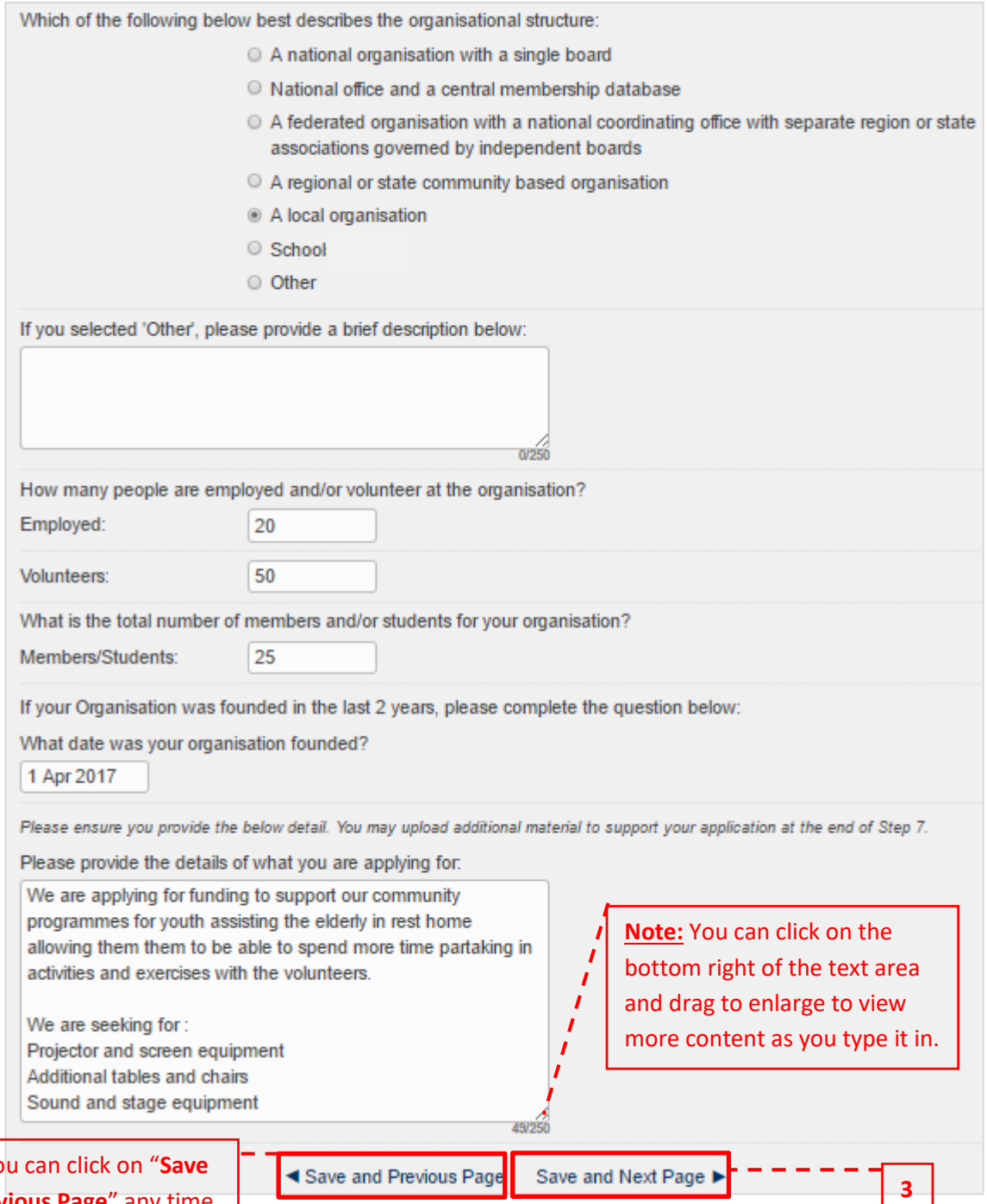
Step 2 – Organisation Details 2 (Pt. 2)



Note: You can click on the bottom right of the text area and drag to enlarge to view more content as you type it in.

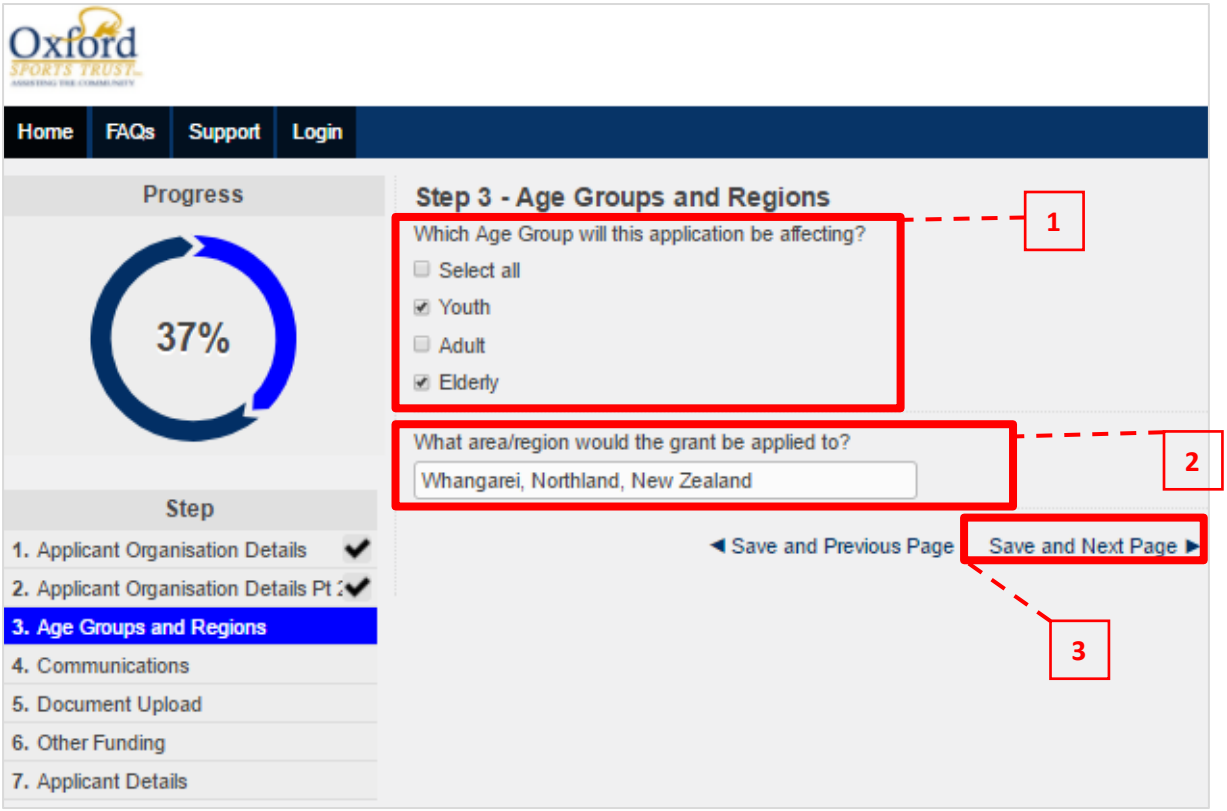
Note: You can click on "**Save and Previous Page**" any time to save the details you have completed and go back to the last page you were on.

Step 3 – Age Groups and Regions

1. Select which '**Age Groups**' will be affected by the application request.

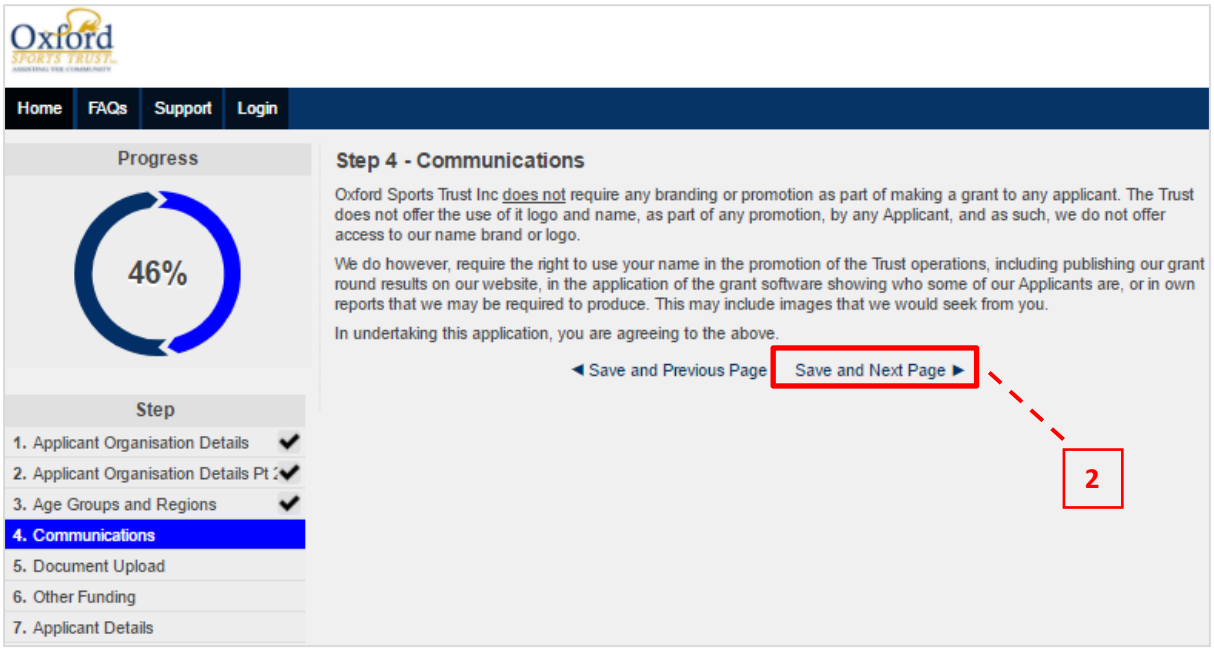
2. And the '**area/region**' it would apply to by entering the address.

3. Once all the necessary fields have been completed, click "**Save and Next Page**" at the bottom of the page to proceed to the next step.



Step 4 – Communications

1. This step confirms that Oxford Sports Trust does not require signage and brand acknowledgement.
2. Click "**Save and Next Page**" at the bottom of the page to proceed to the next step.



Step 5 – Documents Upload (Pt. 1)

1. This is where you are required to upload all documentation (e.g. Certificate of Incorporation; Accounts; etc.) that is necessary for the application. To upload select "**Choose File**".

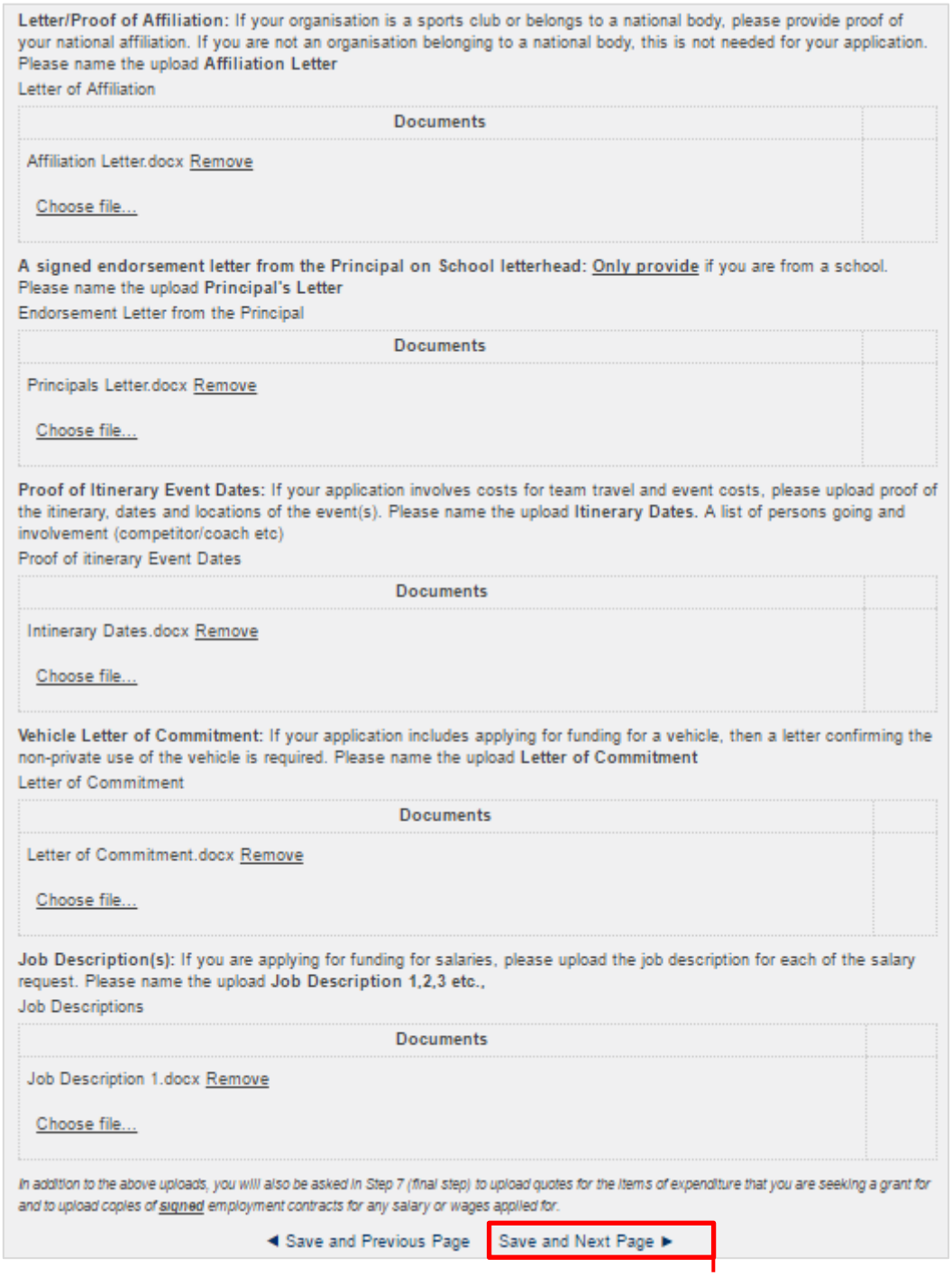
2. You may upload as many files deemed necessary; make sure you *name* the files as described.

3. A full list of all Uploads required is contained in the FAQ's

4. Once you have finished uploading, click "**Save and Next Page**" at the bottom of the page to proceed to the next step.

Page Continued…

Step 5 – Documents Upload (Pt. 2)



Letter/Proof of Affiliation: If your organisation is a sports club or belongs to a national body, please provide proof of your national affiliation. If you are not an organisation belonging to a national body, this is not needed for your application. Please name the upload **Affiliation Letter**

Letter of Affiliation

Documents	
Affiliation Letter.docx Remove Choose file...	

A signed endorsement letter from the Principal on School letterhead: Only provide if you are from a school. Please name the upload **Principal's Letter**

Endorsement Letter from the Principal

Documents	
Principals Letter.docx Remove Choose file...	

Proof of Itinerary Event Dates: If your application involves costs for team travel and event costs, please upload proof of the itinerary, dates and locations of the event(s). Please name the upload **Itinerary Dates.** A list of persons going and involvement (competitor/coach etc)

Proof of itinerary Event Dates

Documents	
Intinerary Dates.docx Remove Choose file...	

Vehicle Letter of Commitment: If your application includes applying for funding for a vehicle, then a letter confirming the non-private use of the vehicle is required. Please name the upload **Letter of Commitment**

Letter of Commitment

Documents	
Letter of Commitment.docx Remove Choose file...	

Job Description(s): If you are applying for funding for salaries, please upload the job description for each of the salary request. Please name the upload **Job Description 1,2,3 etc.,**

Job Descriptions

Documents	
Job Description 1.docx Remove Choose file...	

In addition to the above uploads, you will also be asked in Step 7 (final step) to upload quotes for the items of expenditure that you are seeking a grant for and to upload copies of signed employment contracts for any salary or wages applied for.

◄ Save and Previous Page | Save and Next Page ►

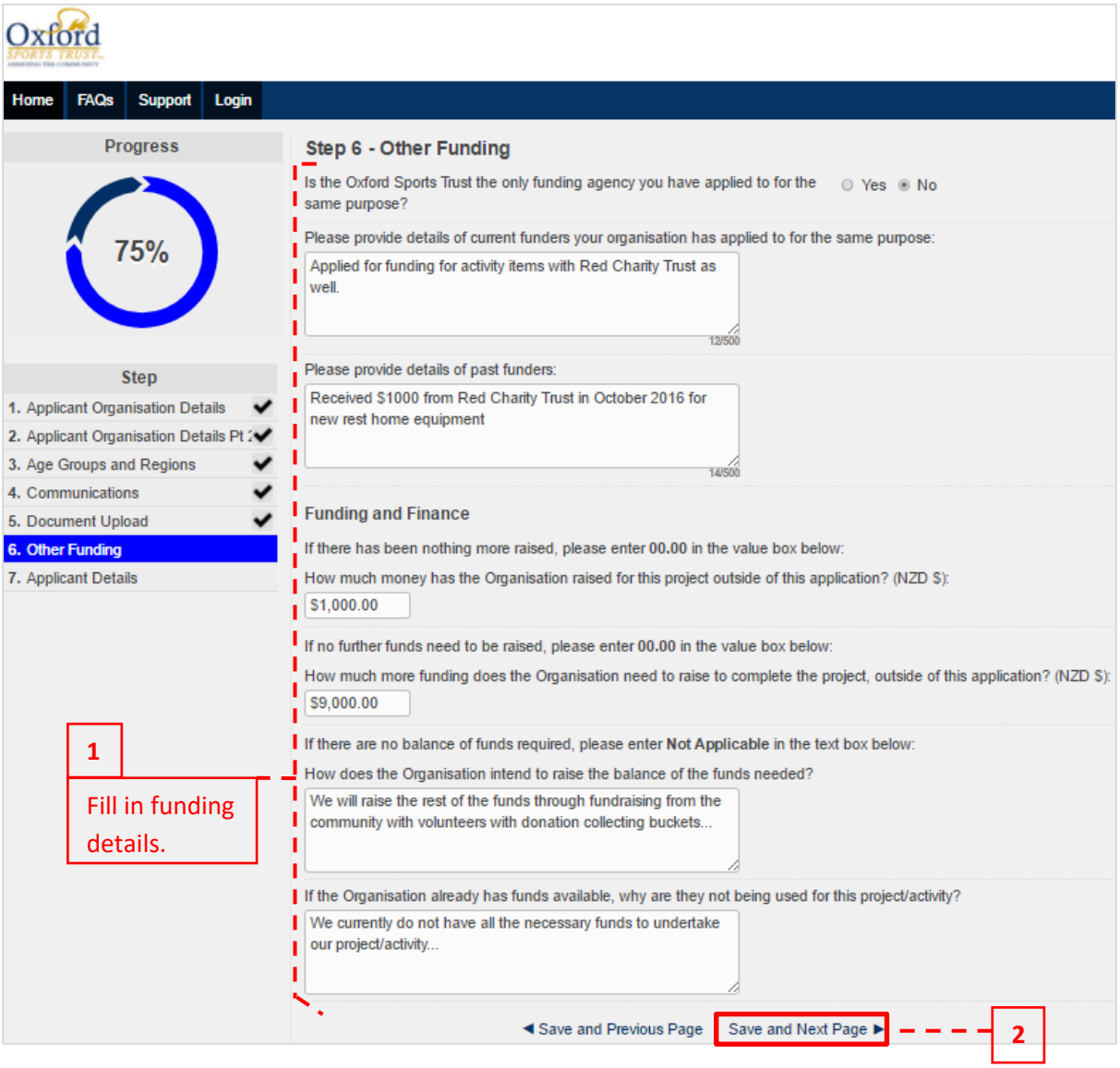
3

Click to proceed after files have been uploaded.

Step 6 – Other Funding

1. Funding details for Applicant Organisation to be completed here. Fill in details of the funds you are requesting.

2. Once all the necessary fields have been completed, click "**Save and Next Page**" at the bottom of the page to proceed to the next step.

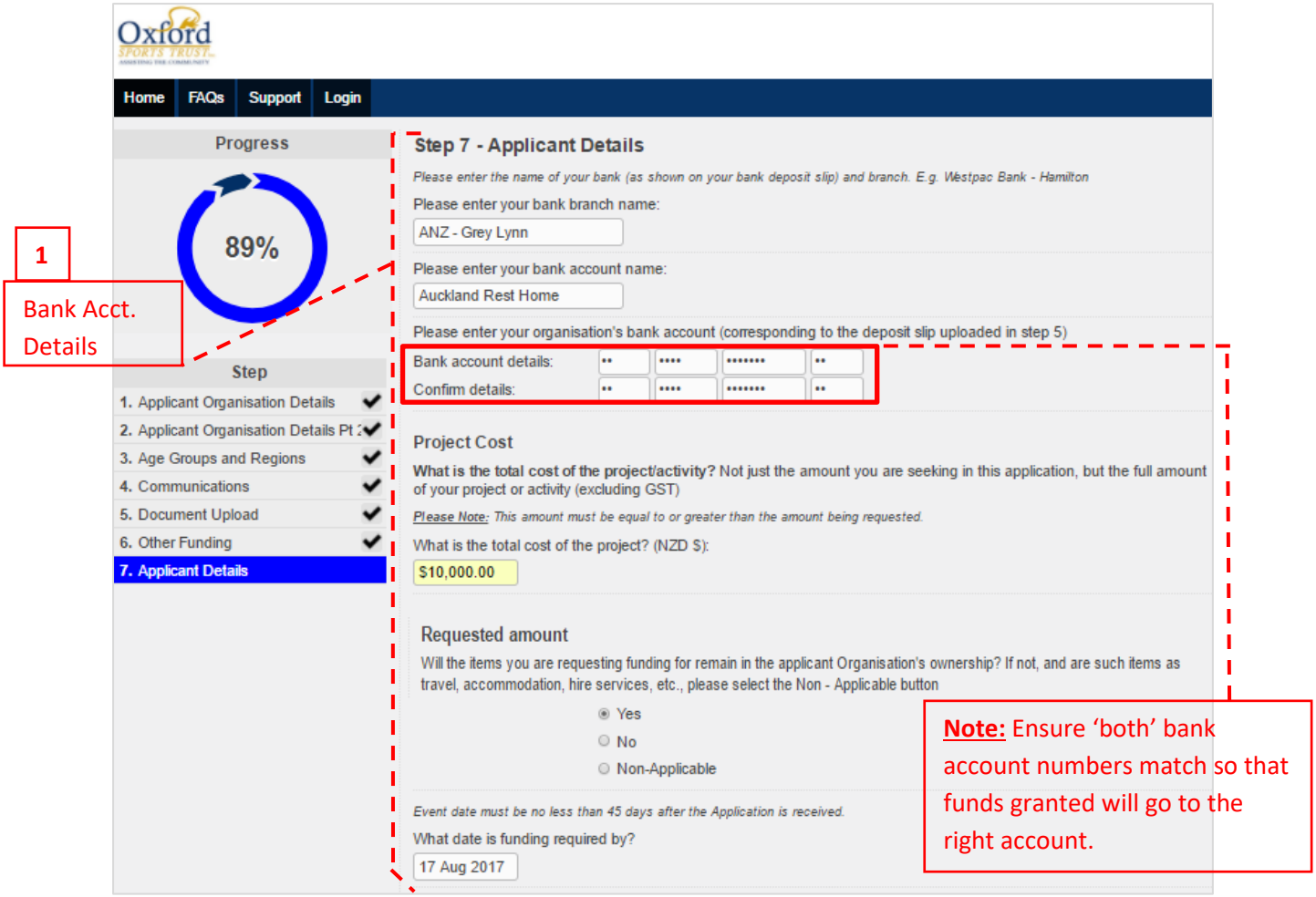


Step 7 – Funding Commitment (Pt. 1)

Final step requires details of the 'funding commitment' for the grant application.

Make sure:

1. Bank Account details are correct, with the right account number typed in. (Type in twice to ensure that they are matching and ensure they are the same name and number as on your Deposit Slip)
2. Correct quotes and documentation are uploaded and named as described ('Preferred Quote'; 'Competitive Quote'; etc.)
3. Fill in the grids with 'supplier' details; list each item and the cost of them; select the appropriate documentation to support each cost/item. (Make sure the 'Requested Amount' columns equal to the amount of funding being requested.)
4. Go through the fine print; once everything has been completed, check the box to agree with the compliance statement; include two people with ID uploads who are officers of the organisation applying.
5. Enter your name and click "**Submit Application**" at the bottom to submit the application.



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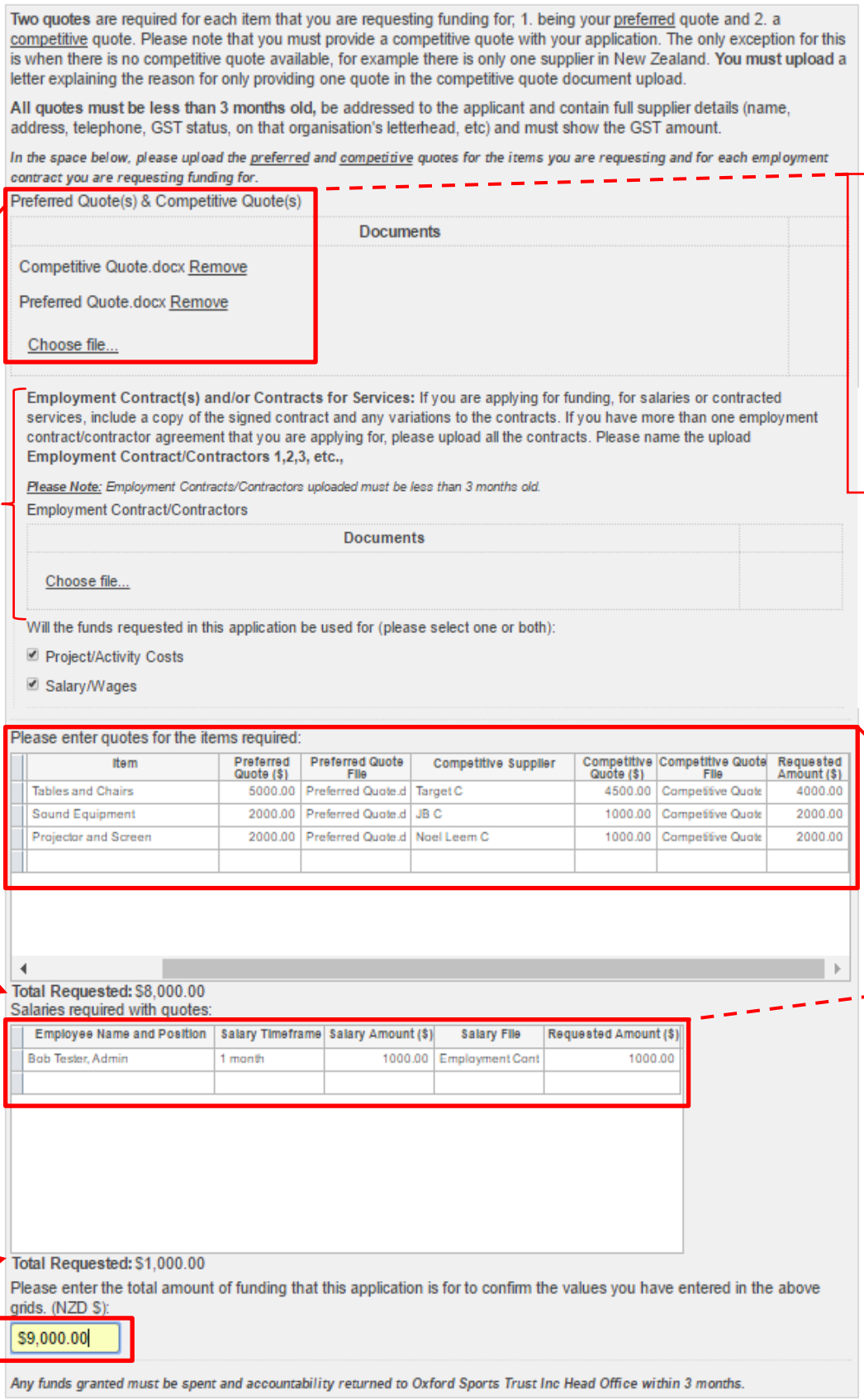
Step 7 – Funding Commitment (Pt. 2)



Two quotes are required for each item that you are requesting funding for; 1. being your preferred quote and 2. a competitive quote. Please note that you must provide a competitive quote with your application. The only exception for this is when there is no competitive quote available, for example there is only one supplier in New Zealand. **You must upload** a letter explaining the reason for only providing one quote in the competitive quote document upload.

All quotes must be less than 3 months old, be addressed to the applicant and contain full supplier details (name, address, telephone, GST status, on that organisation's letterhead, etc) and must show the GST amount.

In the space below, please upload the preferred and competitive quotes for the items you are requesting and for each employment contract you are requesting funding for.

Preferred Quote(s) & Competitive Quote(s)

Documents
Competitive Quote.docx Remove
Preferred Quote.docx Remove
Choose file...

Employment Contract(s) and/or Contracts for Services: If you are applying for funding, for salaries or contracted services, include a copy of the signed contract and any variations to the contracts. If you have more than one employment contract/contractor agreement that you are applying for, please upload all the contracts. Please name the upload **Employment Contract/Contractors 1,2,3, etc.,**

Please Note: Employment Contracts/Contractors uploaded must be less than 3 months old.

Employment Contract/Contractors

Documents
Choose file...

Will the funds requested in this application be used for (please select one or both):

- ☑ Project/Activity Costs
- ☑ Salary/Wages

Please enter quotes for the items required:

Item	Preferred Quote ($)	Preferred Quote File	Competitive Supplier	Competitive Quote ($)	Competitive Quote File	Requested Amount ($)
Tables and Chairs	5000.00	Preferred Quote.d	Target C	4500.00	Competitive Quote	4000.00
Sound Equipment	2000.00	Preferred Quote.d	JB C	1000.00	Competitive Quote	2000.00
Projector and Screen	2000.00	Preferred Quote.d	Noel Leem C	1000.00	Competitive Quote	2000.00

Total Requested: $8,000.00

Salaries required with quotes:

Employee Name and Position	Salary Timeframe	Salary Amount ($)	Salary File	Requested Amount ($)
Bob Tester, Admin	1 month	1000.00	Employment Cont	1000.00

Total Requested: $1,000.00

Please enter the total amount of funding that this application is for to confirm the values you have entered in the above grids. (NZD $):

$9,000.00

Any funds granted must be spent and accountability returned to Oxford Sports Trust Inc Head Office within 3 months.

Note: Please ensure the documents you upload ***MUST*** be ***LESS*** than ***3 months old.***

2

Note: Correct files/documents uploaded with the appropriate names for each file.

You can upload as many as required.

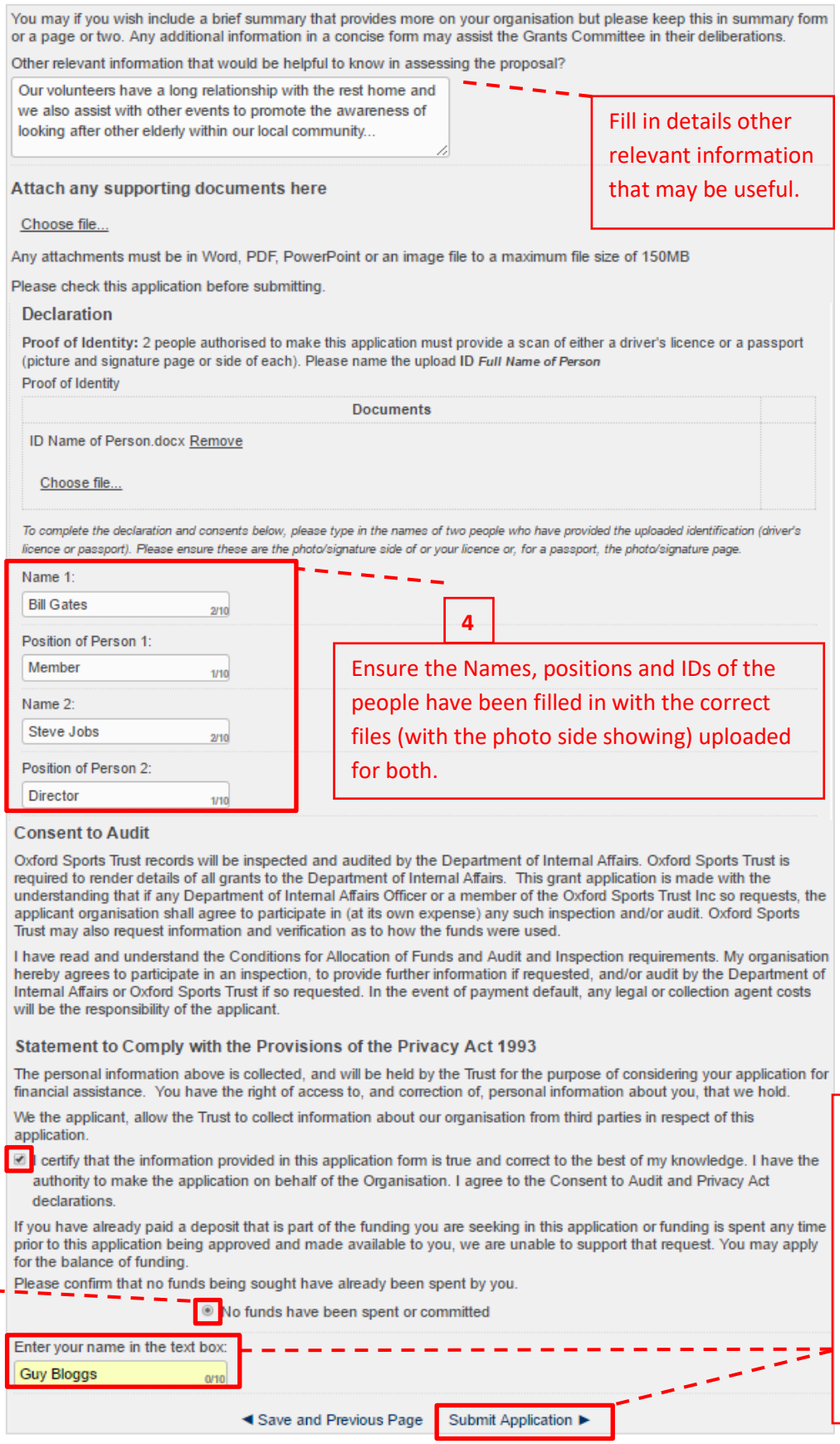
3

All items listed with amount values and Quote files selected.

Note: Ensure total amount of funding required totals the 'Requested Amount' from the grids above.

Page Continued…

Step 7 – Funding Commitment (Pt. 3)

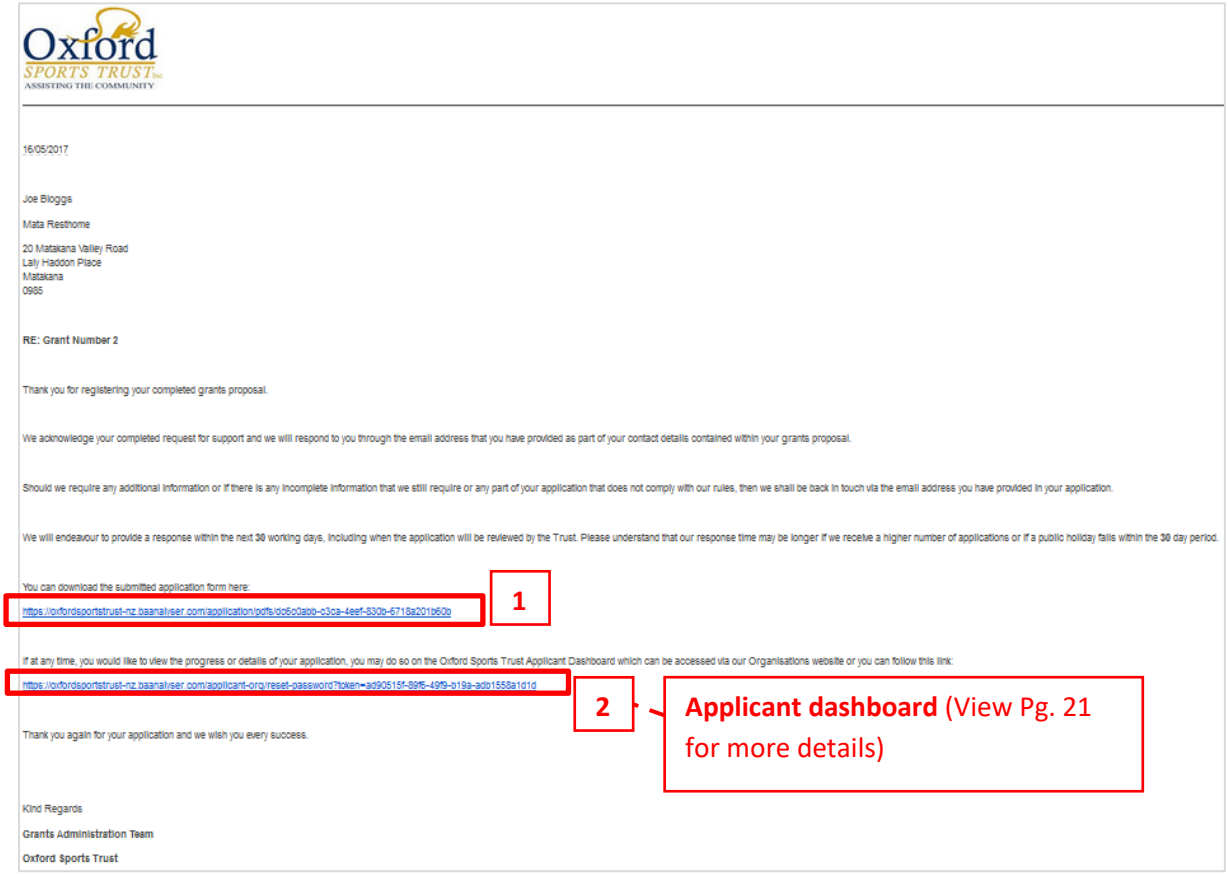


Application Submitted Email

Once you have completed your application, filled in all the necessary details and clicked on "**Submit Application**", an email notification will be sent to you.

This email contains two links:

1. Download you Submitted Application Form.
2. Application Dashboard link.



16/05/2017

Joe Bloggs

Mata Resthome

20 Matakana Valley Road
Lally Haddon Place
Matakana
0985

RE: Grant Number 2

Thank you for registering your completed grants proposal.

We acknowledge your completed request for support and we will respond to you through the email address that you have provided as part of your contact details contained within your grants proposal.

Should we require any additional information or if there is any incomplete information that we still require or any part of your application that does not comply with our rules, then we shall be back in touch via the email address you have provided in your application.

We will endeavour to provide a response within the next 30 working days, including when the application will be reviewed by the Trust. Please understand that our response time may be longer if we receive a higher number of applications or if a public holiday falls within the 30 day period.

You can download the submitted application form here:
https://oxfordsportstrust-nz.baanalyser.com/application/pdfs/dc6c0abb-c3ca-4eef-830b-6718a201b60b

1

If at any time, you would like to view the progress or details of your application, you may do so on the Oxford Sports Trust Applicant Dashboard which can be accessed via our Organisations website or you can follow this link:
https://oxfordsportstrust-nz.baanalyser.com/applicant-org/reset-password?token=ad90515f-89f5-49f9-b19a-adb1558a1d1d

2

Applicant dashboard (View Pg. 21 for more details)

Thank you again for your application and we wish you every success.

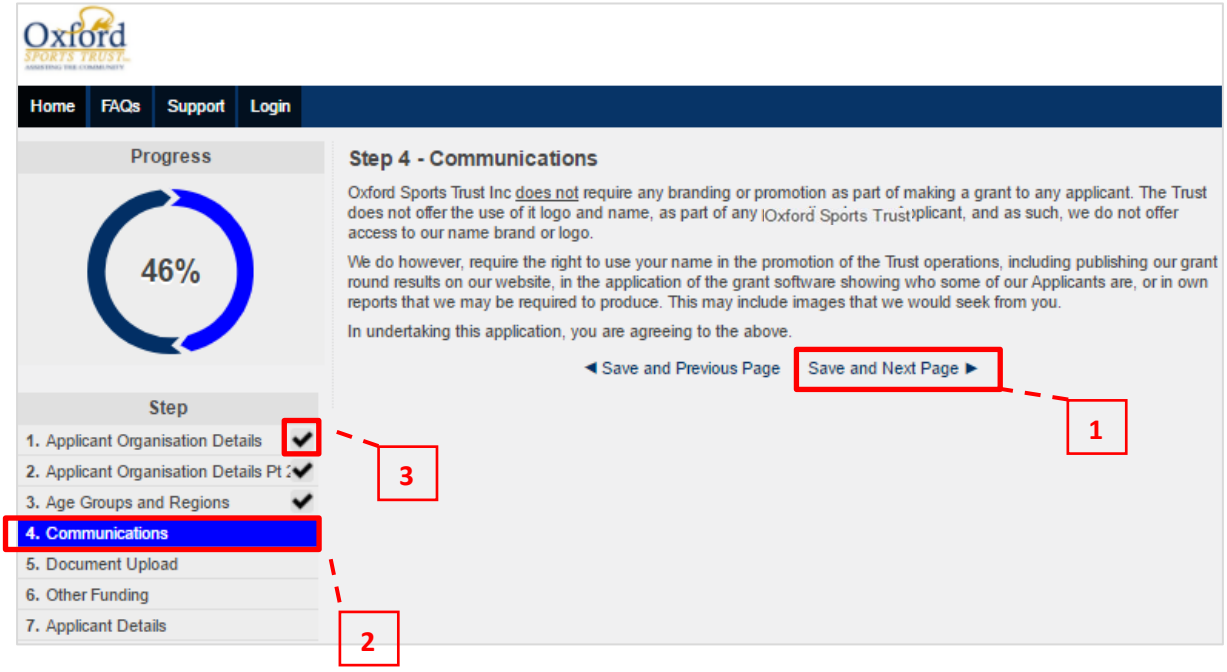
Kind Regards

Grants Administration Team

Oxford Sports Trust

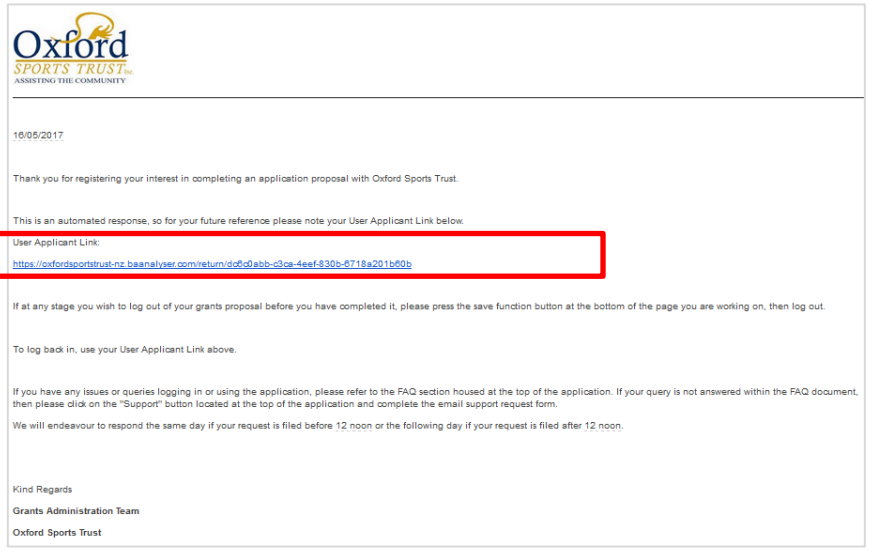
Other Things to Note

1. At any time of the application process, you can return to the last step by selecting "**Save and Previous Page**" located at the bottom of the page for each step; this also saves all the details you have completed in the page as well.
2. Similarly, you can go to a particular step by *clicking* it on the *left* where it lists each step.
3. Once a step has been completed, you will see a tick next to it indicating all necessary fields has been filled in.



Re-Accessing your Current Incomplete Application

1. Should you have exited your current grant application unintentionally, you can access it again by clicking on the link that has been sent to you in your "Get Started Email". The procedure is the same so make sure you follow the steps as detailed in Page 6 of this guide.


16/05/2017

Thank you for registering your interest in completing an application proposal with Oxford Sports Trust.

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User Applicant Link:

https://oxfordsportstrust-nz.baanalyser.com/return/dc6c0abb-c3ce-4eef-830b-6718a201b60b

If at any stage you wish to log out of your grants proposal before you have completed it, please press the save function button at the bottom of the page you are working on, then log out.

To log back in, use your User Applicant Link above.

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We will endeavour to respond the same day if your request is filed before 12 noon or the following day if your request is filed after 12 noon.

Kind Regards

Grants Administration Team

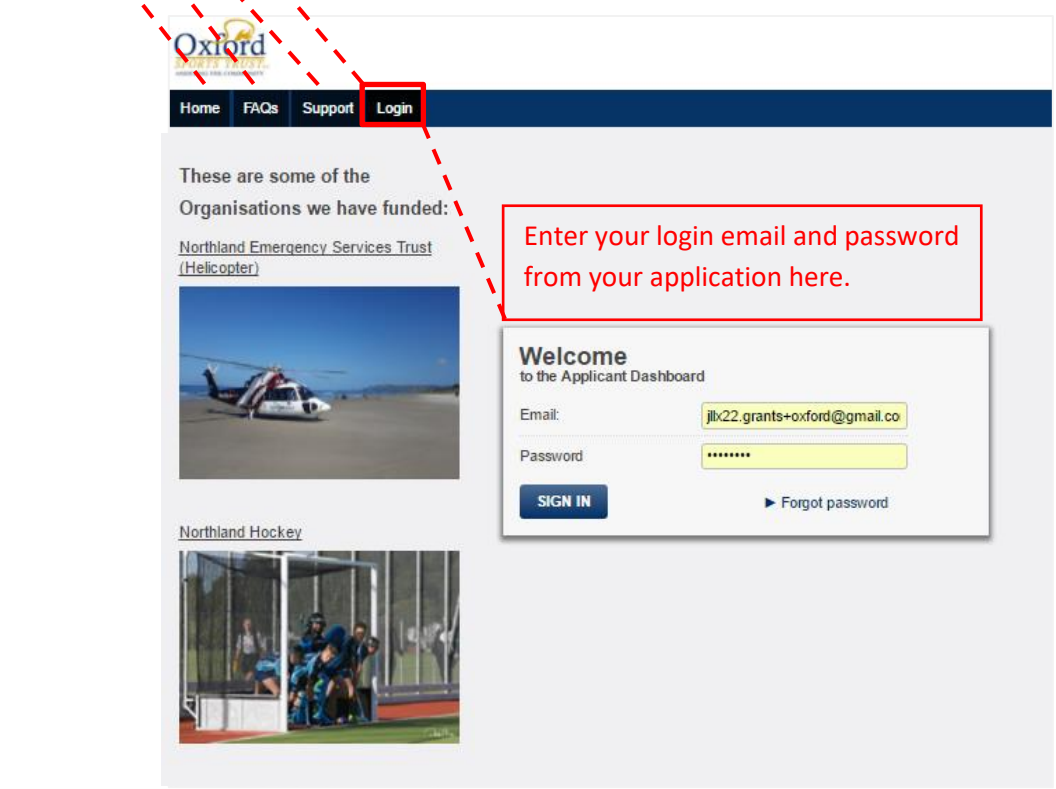
Oxford Sports Trust

Applicant Dashboard – Start

This is the Grants home page of Oxford Sports Trust Incorporated where you can login to view your Applicant Dashboard.

Links you can click in this page:

1. Homepage of Oxford Sports Trust Incorporated Grants application
2. Frequently Asked Questions
3. Requesting for Support link
4. Login to view and manage your application(s) and Accountability Report(s); your Applicant Dashboard.



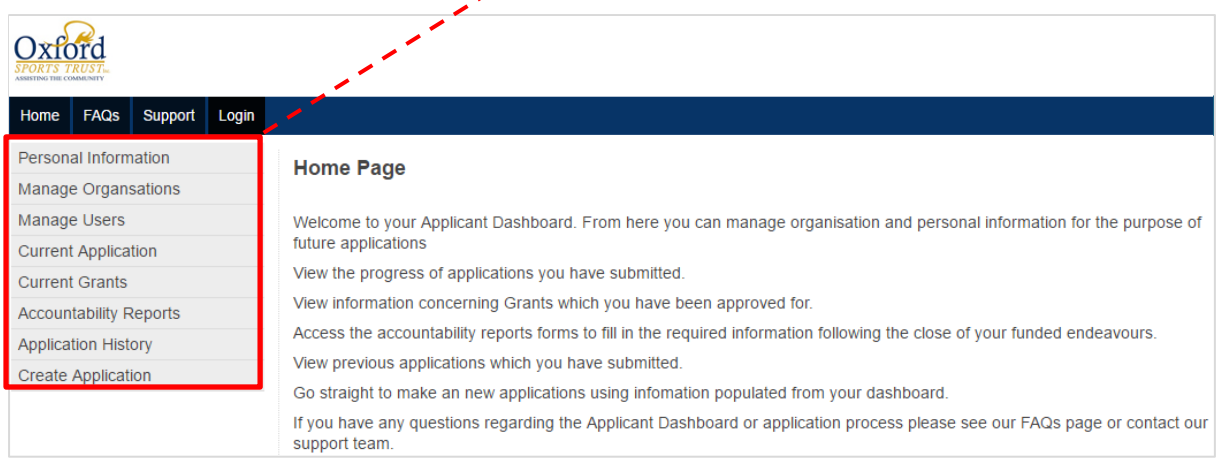
Important Note:

If this is your first time logging in, you will see the below box asking you to assign a password. Once you have allocated a password, you can then use the new password assigned to login and view your application details.

Applicant Dashboard Page

Once you have signed in, this is what your Applicant Dashboard looks like. On the left side of the menu where you can click in, you can manage and edit your:

1. **Personal Information** – View applicant/user details.
2. **Manage Organisations** – View applicant organisation details.
3. **Manage Users** – View system users.
4. **Current Application** – View details of current application.
5. **Current Grants** – View a list of Approved grants.
6. **Accountability Reports** – Required to complete if you receive an email notification indicating your application status as approved.
7. **Application History** – View the history of current application.
8. **Creating a new Application**



End of Guide.