

# How to Apply

## Application Guide



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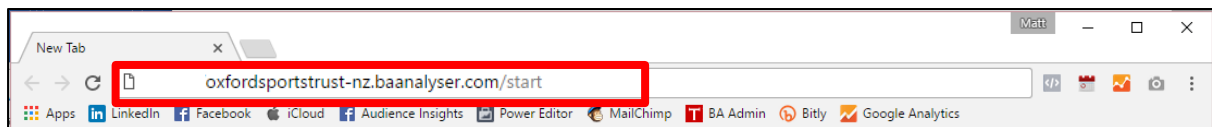
## Accessing the Grant Site

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### 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.

The screenshot shows the Oxford Sports Trust website's application page. It includes a navigation bar with 'Home', 'FAQs', 'Support', and 'Login'. The main content area is titled 'Apply for a Grant' and contains a welcome message, important information, and a list of funded organizations. A red box labeled '1' highlights the 'OXFORD SPORTS TRUST' button. Another red box labeled '2' highlights the 'Get Started' button. A third red box labeled '3' highlights the 'Get Started' button at the bottom of the page.

**Apply for a Grant**

Welcome to Oxford Sports Trust

Oxford Sports Trust makes grants from the proceeds from gaming machines to our communities in the following areas: Waiwaka, Waipua, Whangarei District, Kaipara, Kaitiaki and Kaipara. Our aim is to provide support for local community organisations to drive their success, making our communities stronger.

Oxford Sports Trust receives many requests each year seeking support and whilst we review in detail every application we simply can't support all applications due to funding limitations.

**Important Information before you commence your application. PLEASE READ CAREFULLY.**

Oxford Sports Trust provides Grant support for any Applicant if their location, or event/activity location is in an area where we have venues.

Before making an Application PLEASE check your locations, please check against the above. You may still be eligible if your project/activity address is in an area we support even if your physical address is outside these areas.

**Important Note:** If your grant application includes any amount of funding that has already been prepaid to third parties, then the Oxford Sports Trust would not be able to grant funding for that purpose.

Oxford Sports Trust operates in accordance with the Gambling Act 2003 and is regulated by The Department of Internal Affairs.

**Please read the following information**

**Internet Browsers to use while applying:** You may use any of the browsers listed below for making your application:

- Google Chrome, Mozilla Firefox, Safari or Internet Explorer 9 (or higher)

**Criteria for applying:** Before making your application, please review the criteria for being able to apply for a grant and the list of materials that require uploading and all relevant information needed to complete your application. This is all contained in the FAQ's. To view, please click on the FAQ's in the application toolbar above.

**Uploading Documents:** We recommend that you check the FAQ's regarding the documents that you will need to upload to the online application you will make, and add these to a memory stick or assembly these in one place to help you in completion your application.

**Home** **FAQs** **Support** **Login**

**Saving and leaving your applications:** You may leave your application at any stage, and by clicking the **Save and Next Page** button on any page, your application will be saved.

**Re-entering your application:** You may re-enter your application at any time using the return link that will be sent to you by email once you have entered your email details in the application.

**Confirmation of receipt:** Once your application has been submitted, we will send you a confirmation email acknowledging receipt of the application and inform you when your application will be considered.

**Tracking your application:** Once you have submitted your application, you may track its progress, add other users to your account, amend your details, and make more applications by using the **applicant portal login** at the top of the application toolbar above.

**Applicant ID required:** You will be required to complete and provide personal identification by way of uploading a copy of the driver's license or the photo page of a passport of the two people who are stating they have the authority to make this grant application. Without this being completed your grant application cannot be considered.

**We have 12 rounds of grants funding per year**

- Completed grant applications must be received by the Oxford Sports Trust Grants Office on or before the 5th of each month.
- The Board meets to consider all applications received by the closing date each month.
- Any application submitted after the closing date will not be considered until the next round of funding is open.
- We endeavour to pay grants to successful applicants by the last day of the month.

**Let's get started**

You must **click** on the **Oxford Sports Trust** Grant button below and commence your application

**OXFORD SPORTS TRUST**

**Start and End Dates:** Your project, activity or purchase of an asset, can have its own start and finish dates, if any of these occur on the same day. Please enter the 'start' and 'finish' dates accordingly.

We are not permitted to fund retrospectively, so if you have already paid prior to or before you would receive grant funding for your project, activity or purchase costs, your application would be declined.

Funds being applied for, must be payable at a minimum of 45 days after the date a fully completed application is received (the date you submit it) to avoid the application being retrospective and therefore declined.

**Location:** Please enter the physical address for your location below. This must include a street number in the address e.g. (35 Example Street).

If there are additional locations that the project, activity, or purchase of item/s will reach should you be successful, please enter YES in the "is your project/activity in additional locations", you may add the additional locations you need. Enter your Organisation office location first, before adding others.

Is your project/activity in more locations than your Organisation address?  
☐ Yes ☒ No

9 Oakland Avenue, Whangarei, New Zealand

Start date: 1 Aug 2017 What is the start date of the project/activity?

End date: 31 Aug 2017 What is the end date of the Project / activity?

Please select which category your application applies to.

Grant category: Advancement of Education

Please select Oxford Sports Trust.

Apply to: Oxford Sports Trust

**Get Started**

## Start Your Application

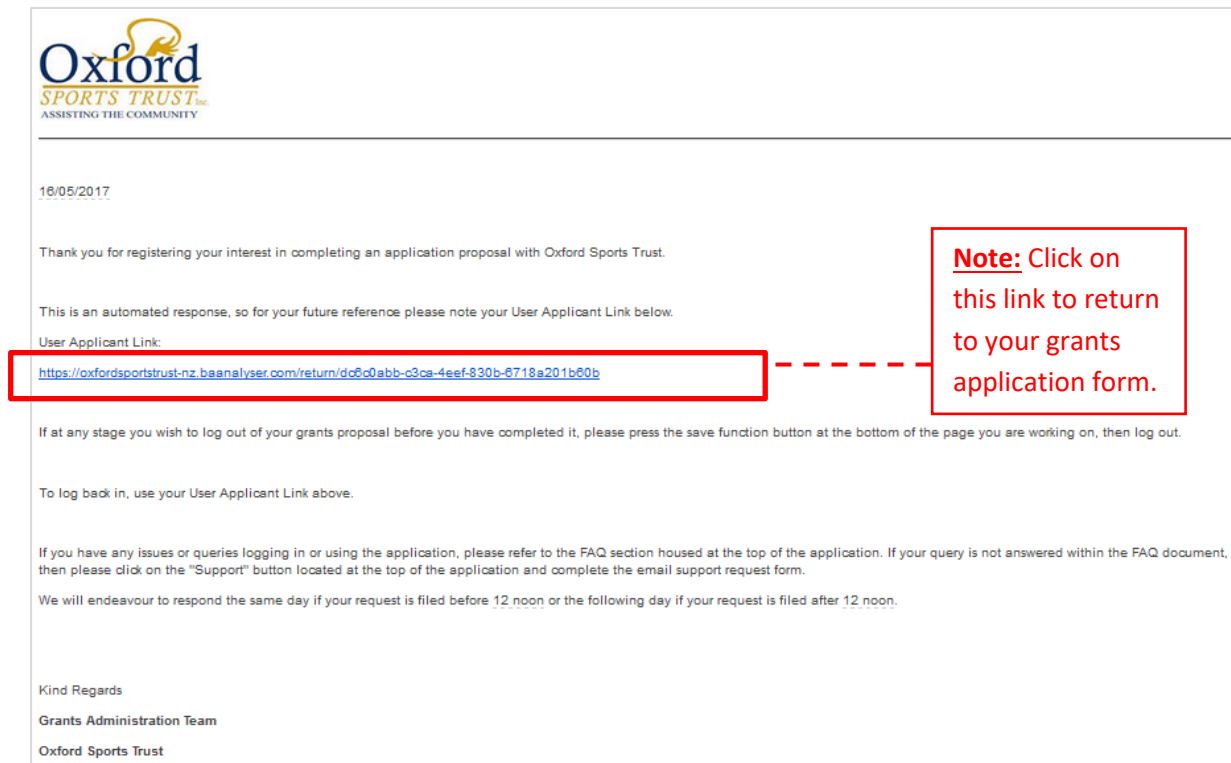
1. Before running through the Application Steps first, fill in your applicant details (you) so we can identify who is filling in the application. These consist of your contact details etc.
2. Once completed, click the **Terms and Conditions** checkbox on the bottom. If you would like to view more details 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.

The screenshot shows the 'Start your application' page of the Oxford Sports Trust website. On the left, a progress indicator shows a circle with '0%' inside. The main content area is titled 'Start your application' and includes instructions for applicants. A red box labeled '1' highlights the 'Person making the application to complete' section, which contains input fields for First name (Joe), Last name (Bloggs), Position (Admin), Email (jlbx22.tril+02@gmail.com), Confirm email (jlbx22.tril+02@gmail.com), Phone (1234567), and Mobile (0212107614). Below this, a checkbox labeled '2' is checked, with the text 'I accept the Terms & conditions and understand that it does not mean that our organisation is guaranteed to receive a grant.' The 'Terms & conditions' link is highlighted. A note below states 'Please note: All application information will be kept confidential and is subject to our Privacy Policy', with the 'Privacy Policy' link highlighted. A red box labeled '3' highlights the 'Save and Next Page' button.

## 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.



The screenshot shows an email from Oxford Sports Trust. At the top left is the Oxford Sports Trust logo. Below it is the date 16/05/2017. The main body of the email contains the following text:

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.baanalyzer.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

A red box highlights the User Applicant Link, and a red dashed line connects it to a red box containing the following text:

**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.

**Oxford SPORTS TRUST Inc. ASSISTING THE COMMUNITY**

Home FAQs Support Login

**Progress**

10%

**Step**

1. Applicant Organisation Details  
2. Applicant Organisation Details Pt 2  
3. Age Groups and Regions  
4. Communications  
5. Document Upload  
6. Other Funding  
7. Applicant Details

**Step 1 - Applicant Organisation Details**

Name of Applicant: Auckland Resthome Support  
Organisation:  
Applicant phone: 1234567

**Important Note:** If the address you enter below does not contain a suburb, please enter the city name in the "Suburb" field instead.

**Street address**

Street Line 1: 25 Ponsonby Road  
Street Line 2:  
Suburb: Grey Lynn  
City/Town: Auckland  
Region/Prov./State: Auckland  
Post/Zip Code: 1011  
Country: New Zealand ▼

**Postal address**

☐ Postal address same as street address?

Street Line 1: 10 Queen Street  
Street Line 2:  
Suburb: Auckland  
City/Town: Auckland  
Region/Prov./State: Auckland  
Post/Zip Code: 1010  
Country: New Zealand ▼

**Relationship with Oxford Sports Trust**

To the best of your knowledge do you and/or your Organisation have a relationship with Oxford Sports Trust? ☒ Yes ☐ No

Please select the type of relationship:  
Trustee ▼

Please enter the name or organisation of the party selected.:  
Sam Wise

**Gaming Machines:** Does your organisation operate gaming machines?  
You must select ☐ Yes ☒ No

**Save and Next Page**

## 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.



[Home](#)
[FAQs](#)
[Support](#)
[Login](#)

Progress

24%

Step

1. Applicant Organisation Details ✓  
2. Applicant Organisation Details Pt 2  
3. Age Groups and Regions  
4. Communications  
5. Document Upload  
6. Other Funding  
7. Applicant Details

### Step 2 - Applicant Organisation Details Pt 2

Is your Organisation a school? ☐ Yes ☒ No

Please provide a brief description of the Organisation and the work it does.

Organisation works in the field of assisting the community...

Please enter the details of at least two key people in your Organisation

Full Name	Position	Email
Mike Jones	Member	mike@jemial.com
Dave Dobbs	Secretary	dave@email.com

Is your organisation affiliated to a regional or national association?  
☐ Yes  
☒ No

**Registered Charity:** If you are a registered charity, please enter your charity number in the space provided below. The system will automatically check your number and the name of the Organisation that the registered number belongs to. If your organisation name is different from the Applicant Organisation name in Step 1, then you will need to amend the name you are applying for this grant in order to enable you to apply. If the system does not allow you to proceed from this page, then you will need to proceed as a non-registered charity.

Is the organisation a registered charity?  
☒ Yes  
☐ No

Please enter the Charities registration number.

1645048

GST: Oxford Sports Trust does not fund the GST portion of goods and services for any Organisation that is GST registered, all applied for funds must be net of GST (no GST will be paid).  
If you are not GST registered, and if you are successful, then Oxford Sports Trust will pay the full GST inclusive amount of your compliant and approved application value.

Oxford Sports Trust requires you to know if your organisation is GST registered. Please be aware that Grants are GST exclusive for GST registered organisations.

Is the organisation GST registered?  
☒ Yes  
☐ No

Please enter the GST number.

CC15480

**Incorporated Society:** If your organisation is a registered incorporated society please enter your registered society number in the box below.

Registered Number:

234567

Expected total number of people to benefit from, or be impacted if this grant is successful (approximate).

20

2

**Note:** Extra field appears for some questions; make sure these are filled in as well.

Page Continued...



## Step 2 – Organisation Details 2 (Pt. 2)

Which of the following below best describes the organisational structure:

- ☐ A national organisation with a single board
- ☐ National office and a central membership database
- ☐ A federated organisation with a national coordinating office with separate region or state associations governed by independent boards
- ☐ A regional or state community based organisation
- ☒ A local organisation
- ☐ School
- ☐ Other

If you selected 'Other', please provide a brief description below:

0/250

How many people are employed and/or volunteer at the organisation?

Employed:

Volunteers:

What is the total number of members and/or students for your organisation?

Members/Students:

If your Organisation was founded in the last 2 years, please complete the question below:

What date was your organisation founded?

Please ensure you provide the below detail. You may upload additional material to support your application at the end of Step 7.

Please provide the details of what you are applying for:

We are applying for funding to support our community programmes for youth assisting the elderly in rest home allowing them them to be able to spend more time partaking in activities and exercises with the volunteers.

We are seeking for :

Projector and screen equipment

Additional tables and chairs

Sound and stage equipment

45/250

**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.

◀ Save and Previous Page

Save and Next Page ▶

3

## 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.

**Oxford SPORTS TRUST<sup>Inc.</sup>**  
ASSISTING THE COMMUNITY

Home FAQs Support Login

**Progress**

37%

**Step**

1. Applicant Organisation Details ✓
2. Applicant Organisation Details Pt 2 ✓
- 3. Age Groups and Regions**
4. Communications
5. Document Upload
6. Other Funding
7. Applicant Details

**Step 3 - Age Groups and Regions**

Which Age Group will this application be affecting?

☐ Select all

☒ Youth

☐ Adult

☒ Elderly

What area/region would the grant be applied to?

Whangarei, Northland, New Zealand

◀ Save and Previous Page

Save and Next Page ▶

## 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.

The screenshot shows the Oxford Sports Trust application interface. At the top left is the logo. A navigation bar contains links for Home, FAQs, Support, and Login. On the left side, there is a 'Progress' section with a circular progress indicator showing 46% completion. Below this is a 'Step' list with seven items: 1. Applicant Organisation Details (checked), 2. Applicant Organisation Details Pt 2 (checked), 3. Age Groups and Regions (checked), 4. Communications (highlighted in blue), 5. Document Upload, 6. Other Funding, and 7. Applicant Details. The main content area is titled 'Step 4 - Communications' and contains text explaining the Trust's policy on branding and promotion. At the bottom of this section are two buttons: 'Save and Previous Page' and 'Save and Next Page'. The 'Save and Next Page' button is highlighted with a red box, and a red dashed line with a red box containing the number '2' points to it, indicating the next step.

**Oxford**  
SPORTS TRUST Inc.  
ASSISTING THE COMMUNITY

Home FAQs Support Login

**Progress**

46%

**Step**

1. Applicant Organisation Details ✓
2. Applicant Organisation Details Pt 2 ✓
3. Age Groups and Regions ✓
- 4. Communications**
5. Document Upload
6. Other Funding
7. Applicant Details

**Step 4 - Communications**

Oxford Sports Trust Inc does not require any branding or promotion as part of making a grant to any applicant. The Trust does not offer the use of it logo and name, as part of any promotion, by any Applicant, and as such, we do not offer access to our name brand or logo.

We do however, require the right to use your name in the promotion of the Trust operations, including publishing our grant round results on our website, in the application of the grant software showing who some of our Applicants are, or in own reports that we may be required to produce. This may include images that we would seek from you.

In undertaking this application, you are agreeing to the above.

◀ Save and Previous Page **Save and Next Page ▶**

2

## 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.

**Step 5 - Document Upload**

As part of completing this application for funding, you are required to provide all your supporting documentation, without these being uploaded, your application will not be considered. If you have any further questions about uploads please see FAQ's. Please rename your uploads to match the document.

Certificate of Incorporation: Please upload a copy of your certificate of incorporation. Please name the upload file **Certificate of Incorporation**

Certificate of Incorporation

Documents
Certificate of Incorp.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

Minutes of the committee/executive meeting: Being the meeting where it was decided to apply for this grant. The minutes must be certified as true and correct and signed by the Secretary/Chairperson or other executive member. Minutes should be on the letterhead of the applicant organisation and your minutes contain reference to the amount being sought by the organisation from the Trust. Please name the upload file **Minutes**

Minutes of the committee/executive meeting

Documents
Minutes.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

Resolution of the committee/executive meeting: Being the resolution from the committee/executive meeting, approving the application for funds, the name of the Society and the amount of authorised purpose for the grant being sought. This must be dated within 3 months of the date of this application. Please name the upload **Resolution**

Resolution of the committee/executive meeting

Documents
Resolution.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

List of Committee Member's full names: Please upload a single page document that has a full list of all of the committee member's full names. Please name the upload **Committee Members**

Committee Member's Names

Documents
Committee Members.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

Set of Accounts: This is the most recent (latest) set of accounts that refers to your last full financial year. Please name the upload **Accounts** (only if Application is for capital expenditure).

Set of Accounts

Documents
Accounts.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

Organisation's Bank Account Bank Deposit Slip: Please upload a copy of the correct bank deposit slip of your Organisation's bank account. The deposit slip must be in the same name as the Applicant. Please name the upload **Deposit Slip**

Deposit Slip

Documents
Deposit Slip.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

**Note:** Name the uploads as described.

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 <a href="#">Remove</a>
<a href="#">Choose file...</a>

**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 <a href="#">Remove</a>
<a href="#">Choose file...</a>

**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 <a href="#">Remove</a>
<a href="#">Choose file...</a>

**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 <a href="#">Remove</a>
<a href="#">Choose file...</a>

**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 <a href="#">Remove</a>
<a href="#">Choose file...</a>

*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.

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Home | FAQs | Support | Login

**Progress**

75%

**Step**

1. Applicant Organisation Details ✓
2. Applicant Organisation Details Pt 2 ✓
3. Age Groups and Regions ✓
4. Communications ✓
5. Document Upload ✓
- 6. Other Funding**
7. Applicant Details

**Step 6 - Other Funding**

Is the Oxford Sports Trust the only funding agency you have applied to for the same purpose? ☐ Yes ☒ No

Please provide details of current funders your organisation has applied to for the same purpose:

Applied for funding for activity items with Red Charity Trust as well.

Please provide details of past funders:

Received \$1000 from Red Charity Trust in October 2016 for new rest home equipment

**Funding and Finance**

If there has been nothing more raised, please enter 00.00 in the value box below:

How much money has the Organisation raised for this project outside of this application? (NZD \$):

\$1,000.00

If no further funds need to be raised, please enter 00.00 in the value box below:

How much more funding does the Organisation need to raise to complete the project, outside of this application? (NZD \$):

\$9,000.00

If there are no balance of funds required, please enter **Not Applicable** in the text box below:

How does the Organisation intend to raise the balance of the funds needed?

We will raise the rest of the funds through fundraising from the community with volunteers with donation collecting buckets...

If the Organisation already has funds available, why are they not being used for this project/activity?

We currently do not have all the necessary funds to undertake our project/activity...

◀ Save and Previous Page **Save and Next Page ▶**



## 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.

**Oxford**  
SPORTS TRUST  
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Home | FAQs | Support | Login

Progress: 89%

**Step 7 - Applicant Details**

Please enter the name of your bank (as shown on your bank deposit slip) and branch. E.g. Westpac Bank - Hamilton

Please enter your bank branch name:  
ANZ - Grey Lynn

Please enter your bank account name:  
Auckland Rest Home

Please enter your organisation's bank account (corresponding to the deposit slip uploaded in step 5)

Bank account details: \*\* \*\*\*\* \*  
Confirm details: \*\* \*\*\*\* \*

**Project Cost**

What is the total cost of the project/activity? Not just the amount you are seeking in this application, but the full amount of your project or activity (excluding GST)

*Please Note: This amount must be equal to or greater than the amount being requested.*

What is the total cost of the project? (NZD \$):  
\$10,000.00

**Requested amount**

Will the items you are requesting funding for remain in the applicant Organisation's ownership? If not, and are such items as travel, accommodation, hire services, etc., please select the Non - Applicable button

☒ Yes  
☐ No  
☐ Non-Applicable

Event date must be no less than 45 days after the Application is received.

What date is funding required by?  
17 Aug 2017

**1**  
Bank Acct. Details

**Note:** Ensure 'both' bank account numbers match so that funds granted will go to the right account.

Page Continued...

## 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...](#)

2

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

You can upload as many as required.

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

3

All items listed with amount values and Quote files selected.

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**.

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

Page Continued...

## Step 7 – Funding Commitment (Pt. 3)

You may if you wish include a brief summary that provides more on your organisation but please keep this in summary form or a page or two. Any additional information in a concise form may assist the Grants Committee in their deliberations.

Other relevant information that would be helpful to know in assessing the proposal?

Our volunteers have a long relationship with the rest home and we also assist with other events to promote the awareness of looking after other elderly within our local community...

**Attach any supporting documents here**

[Choose file...](#)

Any attachments must be in Word, PDF, PowerPoint or an image file to a maximum file size of 150MB

Please check this application before submitting.

**Declaration**

**Proof of Identity:** 2 people authorised to make this application must provide a scan of either a driver's licence or a passport (picture and signature page or side of each). Please name the upload ID *Full Name of Person*

Proof of Identity

Documents
ID Name of Person.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

To complete the declaration and consents below, please type in the names of two people who have provided the uploaded identification (driver's licence or passport). Please ensure these are the photo/signature side of or your licence or, for a passport, the photo/signature page.

**Name 1:**

Bill Gates 2/10

**Position of Person 1:**

Member 1/10

**Name 2:**

Steve Jobs 2/10

**Position of Person 2:**

Director 1/10

**Consent to Audit**

Oxford Sports Trust records will be inspected and audited by the Department of Internal Affairs. Oxford Sports Trust is required to render details of all grants to the Department of Internal Affairs. This grant application is made with the understanding that if any Department of Internal Affairs Officer or a member of the Oxford Sports Trust Inc so requests, the applicant organisation shall agree to participate in (at its own expense) any such inspection and/or audit. Oxford Sports Trust may also request information and verification as to how the funds were used.

I have read and understand the Conditions for Allocation of Funds and Audit and Inspection requirements. My organisation hereby agrees to participate in an inspection, to provide further information if requested, and/or audit by the Department of Internal Affairs or Oxford Sports Trust if so requested. In the event of payment default, any legal or collection agent costs will be the responsibility of the applicant.

**Statement to Comply with the Provisions of the Privacy Act 1993**

The personal information above is collected, and will be held by the Trust for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

We the applicant, allow the Trust to collect information about our organisation from third parties in respect of this application.

☒ certify that the information provided in this application form is true and correct to the best of my knowledge. I have the authority to make the application on behalf of the Organisation. I agree to the Consent to Audit and Privacy Act declarations.

If you have already paid a deposit that is part of the funding you are seeking in this application or funding is spent any time prior to this application being approved and made available to you, we are unable to support that request. You may apply for the balance of funding.

Please confirm that no funds being sought have already been spent by you.

☒ No funds have been spent or committed

Enter your name in the text box:

Guy Bloggs 0/10

◀ Save and Previous Page Submit Application ▶

Fill in details other relevant information that may be useful.

4

Ensure the Names, positions and IDs of the people have been filled in with the correct files (with the photo side showing) uploaded for both.

Tick the check box to comply with Consent to Audit and Privacy Act.

To confirm that No funds have been spent, click the circle on the left.

4

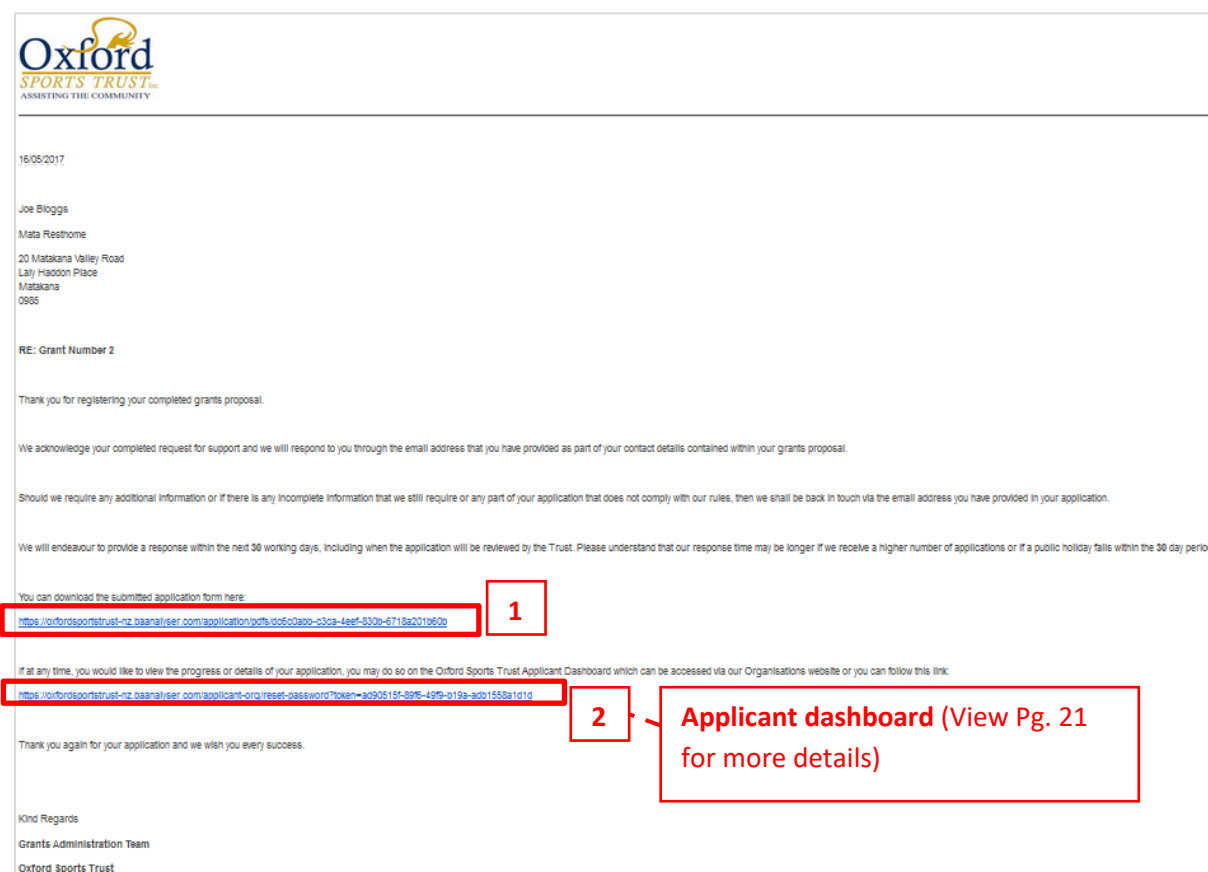
Fill in your name as the person who completed the form and click "Submit Application" to send through the application for review.

## 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.



The screenshot shows an email from Oxford Sports Trust. The header includes the logo and contact information for Joe Bloggs. The body of the email contains a thank you message and two links. The first link, highlighted with a red box and labeled '1', is for downloading the submitted application form. The second link, also highlighted with a red box and labeled '2', is for the applicant dashboard. A red callout box points to the second link with the text 'Applicant dashboard (View Pg. 21 for more details)'. The email concludes with a 'Kind Regards' and the 'Grants Administration Team' signature.

Oxford  
SPORTS TRUST  
ASSISTING THE COMMUNITY

16/05/2017

Joe Bloggs  
Mata Resthome  
20 Matakana Valley Road  
Lilly Haddon Place  
Matakana  
0966

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.baamaleer.com/applicationpdfs/065c0a0b-c3ca-4eef-532b-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.baamaleer.com/applicant-org/reset-password?token=ad905155-39f6-49f9-b19a-ad01558a1d1d>

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.

**Oxford SPORTS TRUST Inc.**  
ASSISTING THE COMMUNITY

Home | FAQs | Support | Login

**Progress**

46%

**Step**

1. Applicant Organisation Details ☒
2. Applicant Organisation Details Pt 2 ☒
3. Age Groups and Regions ☒
- 4. Communications**
5. Document Upload
6. Other Funding
7. Applicant Details

**Step 4 - Communications**

Oxford Sports Trust Inc **does not** require any branding or promotion as part of making a grant to any applicant. The Trust does not offer the use of it logo and name, as part of any Oxford Sports Trust applicant, and as such, we do not offer access to our name brand or logo.

We do however, require the right to use your name in the promotion of the Trust operations, including publishing our grant round results on our website, in the application of the grant software showing who some of our Applicants are, or in own reports that we may be required to produce. This may include images that we would seek from you.

In undertaking this application, you are agreeing to the above.

◀ Save and Previous Page **Save and Next Page ▶**

1

2

3

## 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.

**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/bsanalyzer.com/return/0c60abb-c30e-4ee1-830b-8718a201b60b>**

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

## 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.

The screenshot shows the Oxford Sports Trust Grants application homepage. A red dashed line connects the 'Login' link in the top navigation bar to a red box around the login form. The login form is titled 'Welcome to the Applicant Dashboard' and contains fields for 'Email' (with the value 'jlx22.grants+oxford@gmail.co') and 'Password' (with masked characters '\*\*\*\*\*'). A 'SIGN IN' button is at the bottom left of the form, and a 'Forgot password' link is at the bottom right. To the left of the login form, there is a section titled 'These are some of the Organisations we have funded:' with two images: 'Northland Emergency Services Trust (Helicopter)' and 'Northland Hockey'.

### **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.

The screenshot shows a form for assigning a password. It has three input fields: 'Email' (with the value 'joel@brandadvantage.com'), 'New Password', and 'Confirm Password'. A red dashed line connects the 'SAVE' button to a red box containing the text: 'Assign a password and click **Save** for first time users.'

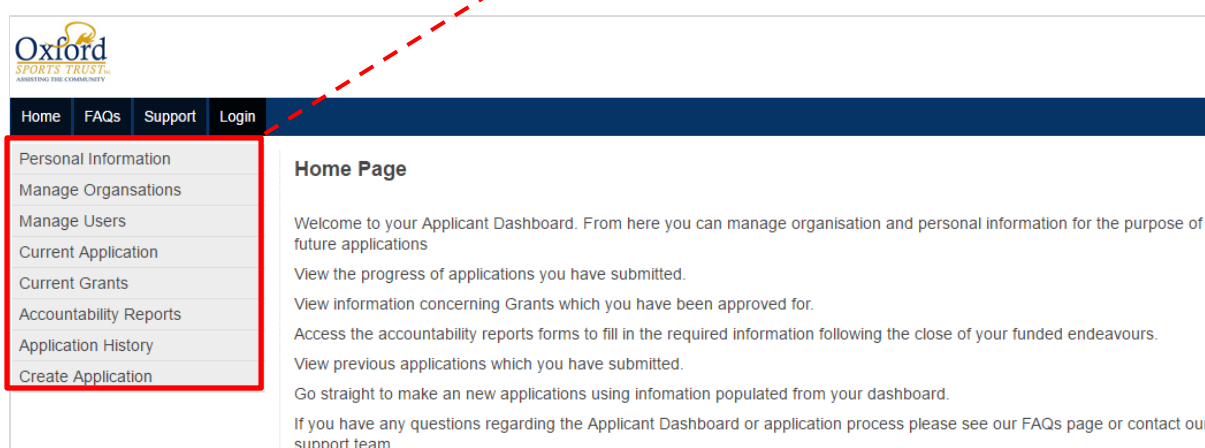


## Applicant Dashboard Page

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**

Personal Information	1
Manage Organisations	2
Manage Users	3
Current Application	4
Current Grants	5
Accountability Reports	6
Application History	7
Create Application	8



The screenshot shows the Oxford Sports Trust Applicant Dashboard. At the top left is the logo. Below it is a navigation bar with links: Home, FAQs, Support, and Login. On the left side, there is a sidebar menu with the following items: Personal Information, Manage Organisations, Manage Users, Current Application, Current Grants, Accountability Reports, Application History, and Create Application. The 'Create Application' item is highlighted with a red border. To the right of the sidebar is the main content area, which is titled 'Home Page'. It contains a welcome message and several links: 'View the progress of applications you have submitted.', 'View information concerning Grants which you have been approved for.', 'Access the accountability reports forms to fill in the required information following the close of your funded endeavours.', 'View previous applications which you have submitted.', 'Go straight to make an new applications using information populated from your dashboard.', and 'If you have any questions regarding the Applicant Dashboard or application process please see our FAQs page or contact our support team.'

**End of Guide.**