

# Sport NZ Rural Travel Fund Application Form

## Form Preview

## Instructions

### **BEFORE YOU BEGIN**

Welcome to the Rangitikei District Council's online grant application service, powered by SmartyGrants.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on 06-327 0099 during business hours or email [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz) and quote your application number.

Click here to view the guidelines:

[Sport NZ Rural Travel Fund Guidelines 2021-24](#)

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

### **NAVIGATING (MOVING THROUGH) THE APPLICATION FORM**

On the right hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

### **SAVING YOUR DRAFT APPLICATION**

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Applications' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

### **SUBMITTING YOUR APPLICATION**

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

**Once you have submitted your application, no further editing or uploading of support materials is possible.**

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

***If you do not receive a confirmation of submission email then your submission has NOT been received.***

### **ATTACHMENTS AND SUPPORT DOCUMENTS**

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive,

# Sport NZ Rural Travel Fund Application Form

## Form Preview

or similar. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time. If you are not able to upload a document, please contact us for support (see contact details above).

### COMPLETING AN APPLICATION IN A GROUP/TEAM

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go. **SPELL CHECK** Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in - you can switch this function on or off by adjusting your browser settings.

## Applicant Details

\* indicates a required field

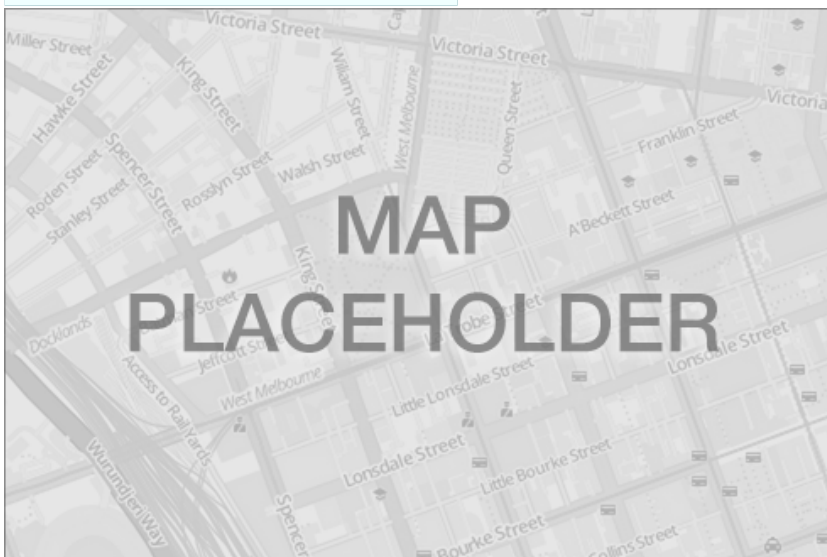
### Organisation name \*

Organisation Name

### Contact Name: \*

### Organisation primary address \*

Address

Address Line 1, State/Province, and Postcode are required. Country must be New Zealand

### Contact postal address \*

Address

# Sport NZ Rural Travel Fund Application Form

## Form Preview

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Contact primary phone number \*

### Applicant mobile phone number

### Contact primary email \*

Must be an email address.

### Organisation office email

Must be an email address.

### Organisation primary website

Must be a URL.

### Organisation NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

# Sport NZ Rural Travel Fund Application Form

## Form Preview

### Organisation NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

### Organisation primary bank account \*

Account Name

Account Number

Must be a valid New Zealand bank account format.

### Please attach a copy of your bank deposit slip here \*

Attach a file:

### Are you GST registered? \*

Yes  No

### GST Number \*

numbers only

## Organisation Details

\* indicates a required field

### How many members belong to your club/organisation? \*

Must be a number.

### Are you a club or a school? \*

Club

# Sport NZ Rural Travel Fund Application Form

## Form Preview

School

**Will the travel subsidy benefit participants aged between 5-19 years of age? \***

- Yes  
 No

**How many participants are aged between 5-12 years? \***

Must be a number.

**How many participants are aged between 13-19 years? \***

Must be a number.

**Number of male participants. \***

Enter '0' if none.

**Number of female participants. \***

Enter '0' if none.

**Number of disabled participants. \***

Enter '0' if none.

**Does your application involve a partnership with a local School? \***

- Yes  
 No

**What percentage of your members live in the of the Rangit?kei District?**

Must be a number.

**Briefly explain what the funding is going to be used for:**

## Financial details

\* indicates a required field

List the amount of funding you are applying for below:

# Sport NZ Rural Travel Fund Application Form

## Form Preview

### Budget

#### Income

Sport NZ funding	\$
other grants/funding	
your contribution	

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

Have you applied to any other organisation for funding?

#### Please supply details below:

name or fund applied for, if successful or not, amount awarded

Do you have endorsement of your local affiliated club/school for this application for funding?

**(This is only relevant if the group applying is a regional body) \***

- Yes  
 No

### Financial statements

Please attach a balance sheet for your organisation.

\*

Attach a file:

### Declaration

\* indicates a required field

- I certify that to the best of my knowledge the statements made in this application are true.
- I am authorised by my group/organisation to complete this form and I agree that:
- the statements made in this application are true

# Sport NZ Rural Travel Fund Application Form

## Form Preview

- all necessary permits/approvals will be obtained prior to the beginning of the project
- all relevant health and safety standards will be met
- council does not accept any liability or responsibility for the project.

We consent to the Rangit?kei District Council collecting the contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the Rural travel Fund. This consent is given in accordance with the Privacy Act 1993.

**I agree to the above \***

Yes

**Contact Name: \***

**Contact phone number \***