



WORKING TOGETHER MORE FUND

APPLICATION QUESTIONS PLANNING DOCUMENT *****not an official application*****

This document is designed to assist potential applicants to the WTMF. It lists the questions contained in the online application form. We recommend you check your eligibility before applying by visiting workingtogether.org.nz/criteria and follow the steps outlined on the [‘apply’ page](#).

Applications will only be accepted when completed on the WTMF website – workingtogether.org.nz

After applying to the Fund, you’ll be required to email evidence of your legal status (if not registered with the Charities Commission) and a list of your board/committee members.

When you submit your application a copy is automatically emailed to you. If you do not receive your copy within 24 hours, please check your Spam folder. If you still can’t locate a copy, email bedemartin@xtra.co.nz

Information on your organisation

Name of organisation		Email address		Postal Address Details	
Contact name	<i>This is the authorised representative of the lead applicant</i>	Phone Number		Organisation Purpose (maximum 250 characters)	<i>A one-liner purpose statement on why your organisation exists</i>
Position		Charities Commission Number / Legal Status			



Details on your partner organisation

Name of partner organisation		Email address		Charities Service or incorporated Society Number	
Contact name		Phone Number		Tick if not registered with charities service or an incorporated society	<i>If unregistered, will ask if this is a for-profit organisation</i>
Position in organisation		Town/City		Organisation Purpose (maximum 250 characters)	<i>A one-liner purpose statement on why your organisation exists</i>

Space for additional partners

Space is provided for up to five additional partner organisations. Space allows for contact details, charities commission number (or legal status), town/city and organisation purpose. If you don't have more than one partner organisation, simply proceed to the next section of the application form.

Collaboration overview

Name of collaborative initiative	
Type of collaboration (dropdown box)	<i>Options include: Merger; Feasibility study (to see if collaboration is possible); More advanced collaboration; Pilot; Other</i>
Have you or any of your partners previously applied to the WTMF for any aspect of this or a similar collaboration?	<i>If yes, please advise the year the application was submitted.</i>
Collaboration Purpose: Before telling us about the specifics of the collaborative initiative, please list up to three reasons why you are launching your collaboration. We want to understand why you are looking to collaborate.	<i>Space is provided for three reasons - please use maximum 300 characters per point.</i>



Describe your collaboration

Space is now provided for you to clearly describe your collaborative initiative with allowance for maximum 750 characters per question if needed.

Please describe the initiative itself	Maximum 750 characters
List the outcomes you are seeking that will achieve the purpose described above. These outcomes will be important in assessing your application.	Maximum 750 characters
How will you know your collaboration has succeeded?	Maximum 750 characters
What stage is your collaboration at now (dropdown box)?	Options include: Exploration; Research; Development & Design; Testing/Piloting; Implementation
What are the roles and responsibilities of each organisation?	Maximum 750 characters
Do you anticipate any other benefits from your collaborative initiative e.g. to your community or participating organisations?	Maximum 750 characters
Is this collaboration a one-off or is another stage anticipated in the future?	Options include: 'One-off' or 'We expect a future stage'
Initiative Start and Completion Dates	

Budget

COLLABORATIVE INITIATIVE BUDGET:

- GST ON PROJECT COSTS:** If you are GST-registered, you need to use **GST-exclusive** figures where you can claim the GST back. If you are not GST-registered, you can use GST-inclusive figures.
- ADDITIONAL FUNDING:** If you are not applying for the full project cost, please outline where you intend to get additional or on-going funding from.

Has your organisation received a WTMF grant for any initiative in the last two years?	Yes/No – if yes, asks for grantee number if known.
How much are you seeking from WTMF?	\$00,000.00
What is the total cost if your collaboration?	\$00,000.00
Confirmed Income Sources	Space is provided to list (maximum of up to 10) confirmed sources of income for this collaborative initiative.
If you have an income shortfall, what plans do you have to secure the required income?	



APPLICATION QUESTIONS

Collaboration Expenses		Space is provided to list (maximum of up to 10) expenses or expense categories for this collaborative initiative.
Of the budget, what expenses would a WTMF grant cover?		
For your last two financial years – please provide the following		
	Financial Year (1)	
	Gross Income	
	Total Expenses	
	Total Equity	
	Financial Year (2)	
	Gross Income	
	Total Expenses	
	Total Equity	
Space is provided for any information you think we need to know about your financial position		
If your collaboration is successful, will it incur ongoing and/or additional costs beyond the period of a WTMF grant?		Yes/No – if yes, how do you intend to support these ongoing and/or additional costs once the WTMF grant has been spent?

By clicking submit, you are agreeing to the following terms:

- WTMF funders can collect information about your organisation from other sources for the purposes of assessing this application
- All information provided is accurate
- That any grant received will be used for the purposes specified or will be otherwise returned, unless the Funders otherwise agree
- If you receive a grant, you agree to providing a report outlining how it helped the people you work with and/or your organisation.



What happens next?

Grants are made by a committee comprising one representative of each funder. They consider how well each application matches the Fund's criteria, including the potential for positive impact on the communities served.

Grants have ranged from \$1000 to \$30,000 and demand is consistently high, almost always exceeding available funds.

Contact information

Interact Canterbury manages day to day WTMF operations. Based in Christchurch, Bede Martin is the contact for applicants and grantees.

Email bedemartin@xtra.co.nz

Mobile 021 230 2908

Mail Bede Martin
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Hours Tuesday & Wednesday (10am – 5pm)

NOT OFFICIAL APPLICATION