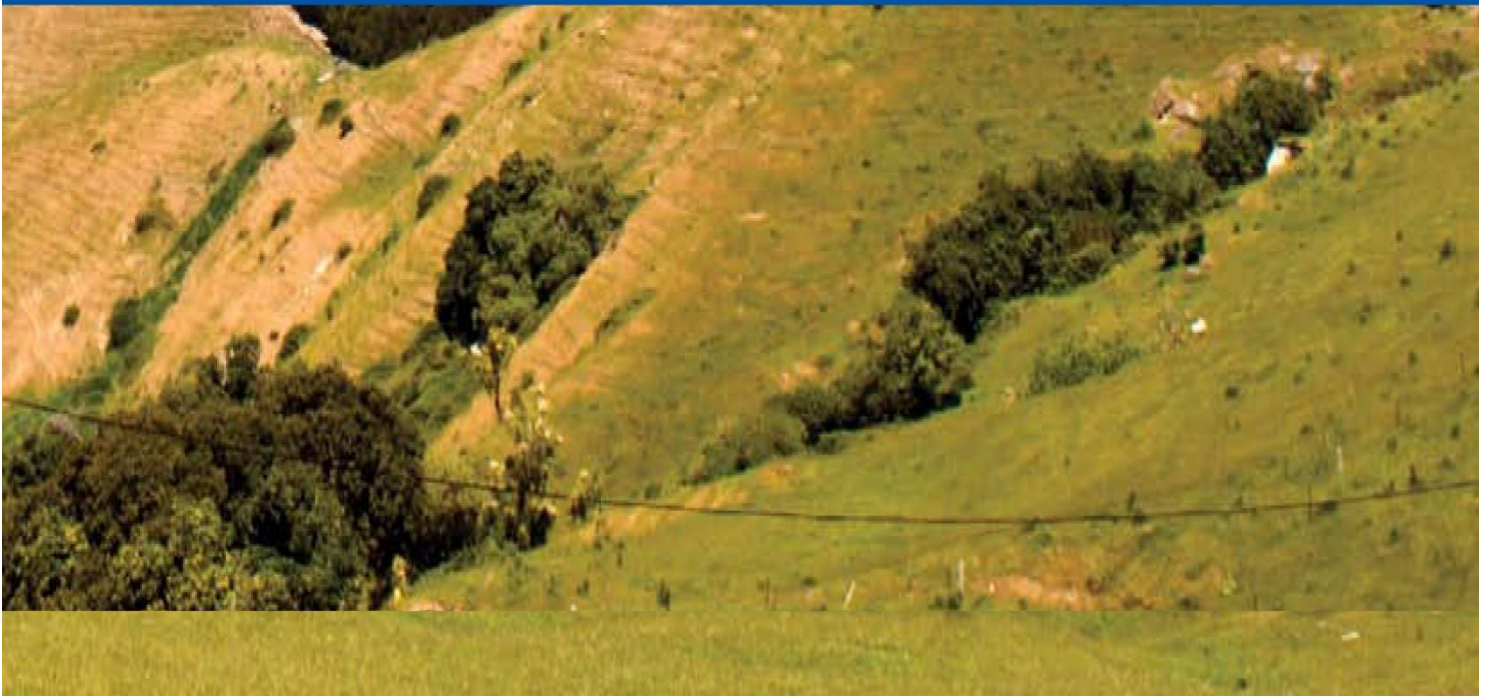


A wide-angle photograph of a coastal landscape. In the foreground, there are rolling green hills with patches of brownish-yellow grass. A dense line of green trees separates the hills from a small town. The town is built on a flat area, with a prominent church spire visible. Beyond the town, a sandy beach meets the ocean. The water is a vibrant turquoise color, and white waves are breaking on the shore. In the background, a dark, steep cliff rises from the town. The sky is a clear, pale blue.

## How to Apply Step by Step Guide



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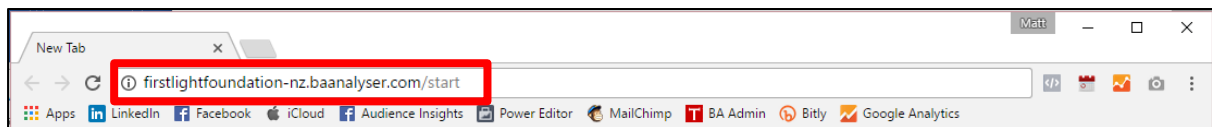
## Accessing the Grant Site

---

### 1. To start an Application

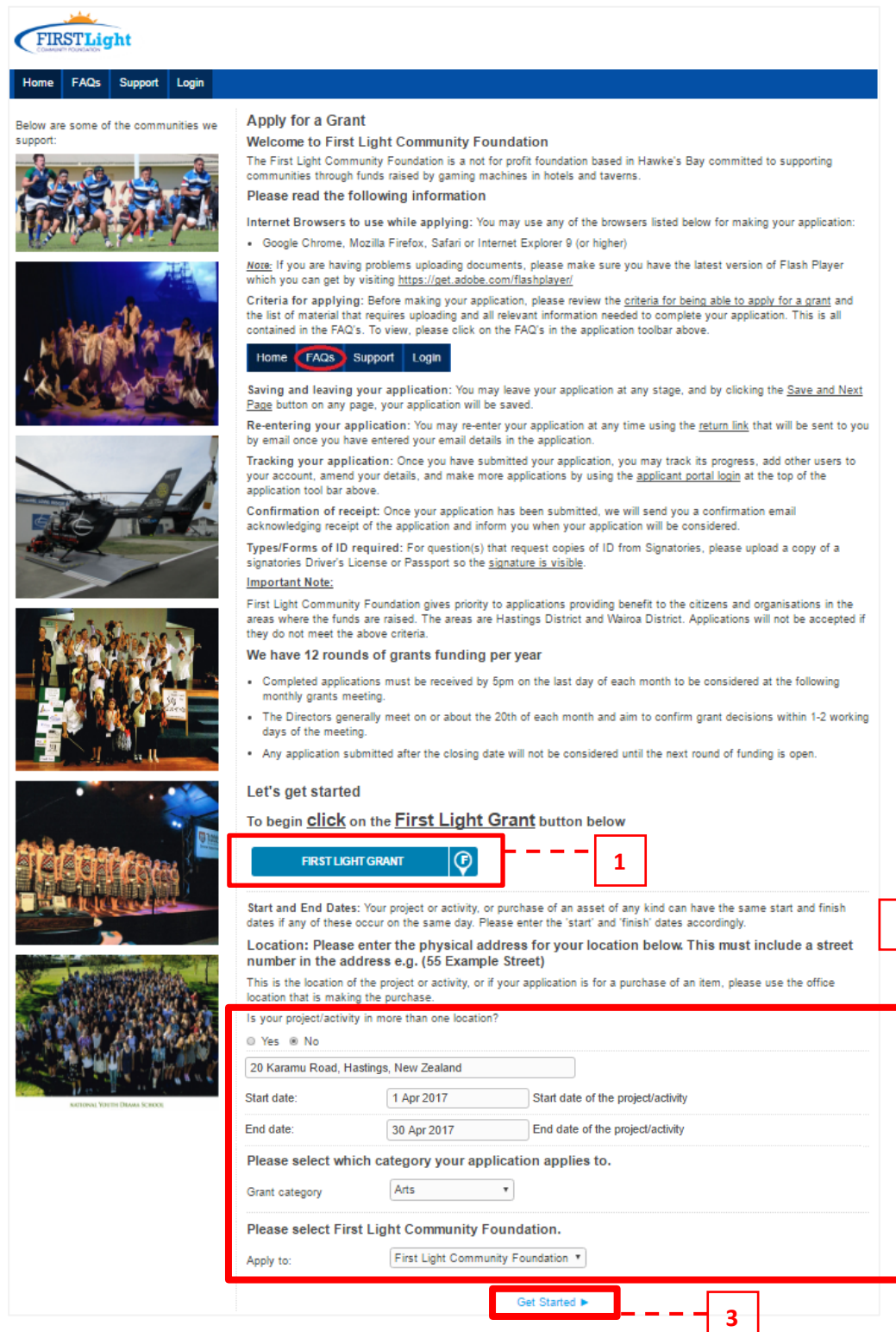
- To enter the site, enter **firstlightfoundation-nz.baanalyser.com/start/** in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

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 "First Light Grant")
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.



**Below are some of the communities we support:**

**Apply for a Grant**  
**Welcome to First Light Community Foundation**  
 The First Light Community Foundation is a not for profit foundation based in Hawke's Bay committed to supporting communities through funds raised by gaming machines in hotels and taverns.  
**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)  
**Note:** If you are having problems uploading documents, please make sure you have the latest version of Flash Player which you can get by visiting <https://get.adobe.com/flashplayer/>  
**Criteria for applying:** Before making your application, please review the [criteria for being able to apply for a grant](#) and the list of material that requires 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.  
**Home** **FAQs** **Support** **Login**  
**Saving and leaving your application:** 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.  
**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 tool bar above.  
**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.  
**Types/Forms of ID required:** For question(s) that request copies of ID from Signatories, please upload a copy of a signatories Driver's License or Passport so the [signature is visible](#).  
**Important Note:**  
 First Light Community Foundation gives priority to applications providing benefit to the citizens and organisations in the areas where the funds are raised. The areas are Hastings District and Wairoa District. Applications will not be accepted if they do not meet the above criteria.  
**We have 12 rounds of grants funding per year**  
 • Completed applications must be received by 5pm on the last day of each month to be considered at the following monthly grants meeting.  
 • The Directors generally meet on or about the 20th of each month and aim to confirm grant decisions within 1-2 working days of the meeting.  
 • Any application submitted after the closing date will not be considered until the next round of funding is open.

**Let's get started**  
 To begin [click on the First Light Grant button below](#)

**1** **FIRST LIGHT GRANT**

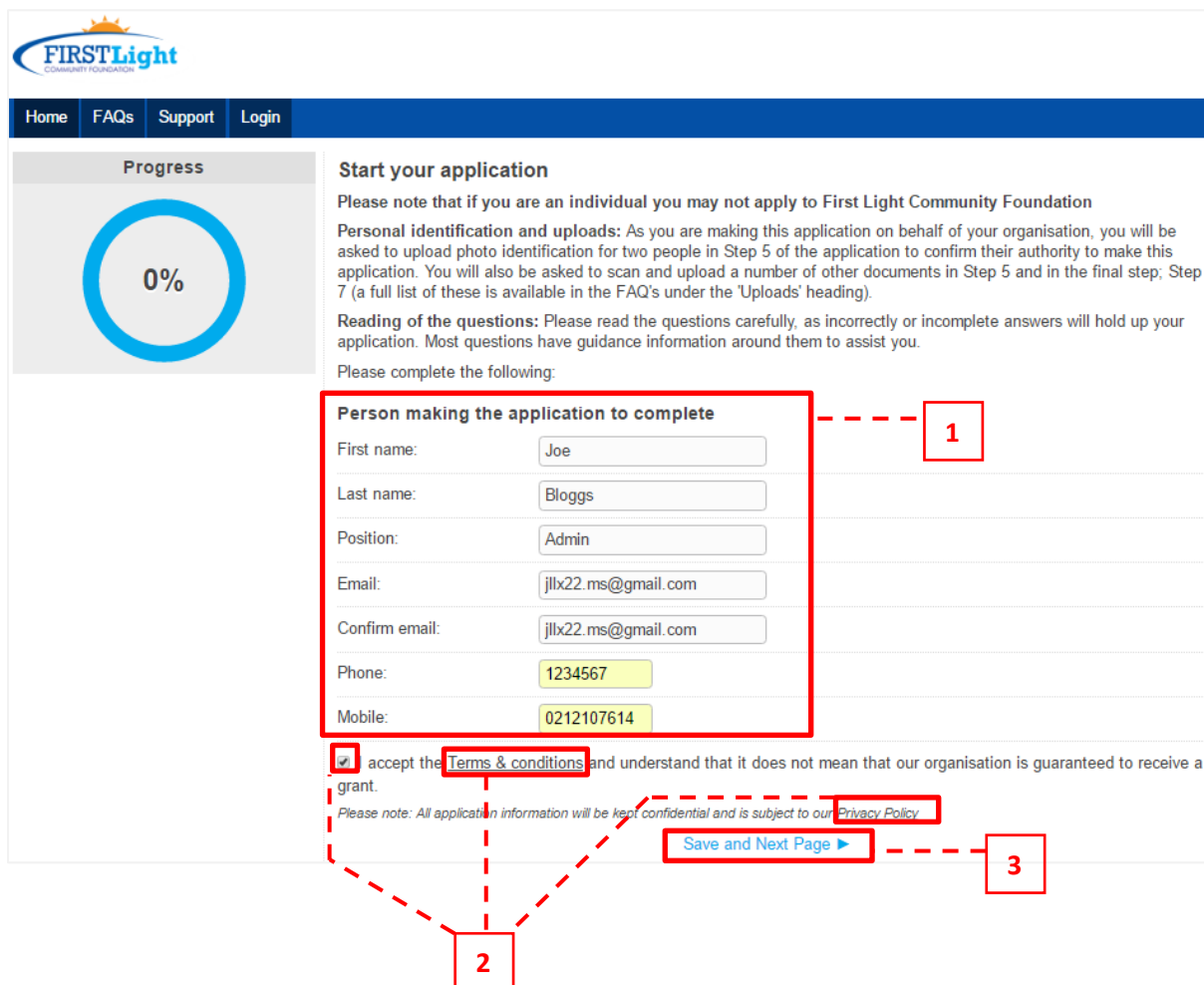
**2** **Start and End Dates:** Your project or activity, or purchase of an asset of any kind can have the same start and finish dates if any of these occur on the same day. Please enter the 'start' and 'finish' dates accordingly.  
**Location:** Please enter the physical address for your location below. This must include a street number in the address e.g. (55 Example Street)  
 This is the location of the project or activity, or if your application is for a purchase of an item, please use the office location that is making the purchase.  
 Is your project/activity in more than one location?  
☐ Yes ☒ No  
 20 Karamu Road, Hastings, New Zealand  
 Start date: 1 Apr 2017 Start date of the project/activity  
 End date: 30 Apr 2017 End date of the project/activity  
**Please select which category your application applies to.**  
 Grant category: Arts  
**Please select First Light Community Foundation.**  
 Apply to: First Light Community Foundation

**3** **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. On the left, a 'Progress' section displays a circular progress indicator at 0%. The main content area is titled 'Start your application' and includes a disclaimer: 'Please note that if you are an individual you may not apply to First Light Community Foundation'. Below this, it states: 'Personal identification and uploads: As you are making this application on behalf of your organisation, you will be asked to upload photo identification for two people in Step 5 of the application to confirm their authority to make this application. You will also be asked to scan and upload a number of other documents in Step 5 and in the final step; Step 7 (a full list of these is available in the FAQ's under the 'Uploads' heading)'. It then says: 'Reading of the questions: Please read the questions carefully, as incorrectly or incomplete answers will hold up your application. Most questions have guidance information around them to assist you. Please complete the following:'.

The form fields are as follows:

- First name: Joe
- Last name: Bloggs
- Position: Admin
- Email: jllx22.ms@gmail.com
- Confirm email: jllx22.ms@gmail.com
- Phone: 1234567
- Mobile: 0212107614

Below the form fields, there is a checkbox labeled 'I accept the Terms & conditions' which is checked. To the right of this checkbox is a link 'Privacy Policy'. Below the checkbox, there is a note: 'Please note: All application information will be kept confidential and is subject to our Privacy Policy'. At the bottom right, there is a button labeled 'Save and Next Page'.

Numbered annotations (1, 2, 3) are present in the image:

- 1: Points to the 'Person making the application to complete' section header.
- 2: Points to the 'I accept the Terms & conditions' checkbox.
- 3: Points to 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.

**RE: Grant Number 4**

Dear Guy Williams,

Thank you for registering your interest in completing an application proposal with First Light Community Foundation.

This is an automated response. For your future reference please note your User Applicant Link outlined below.

User Applicant Link:

<https://firstlightfoundation-nz.baanalyser.com/return/b66f450c-8a01-4fd4-acfc-22e32d1e05de>

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 screen.

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

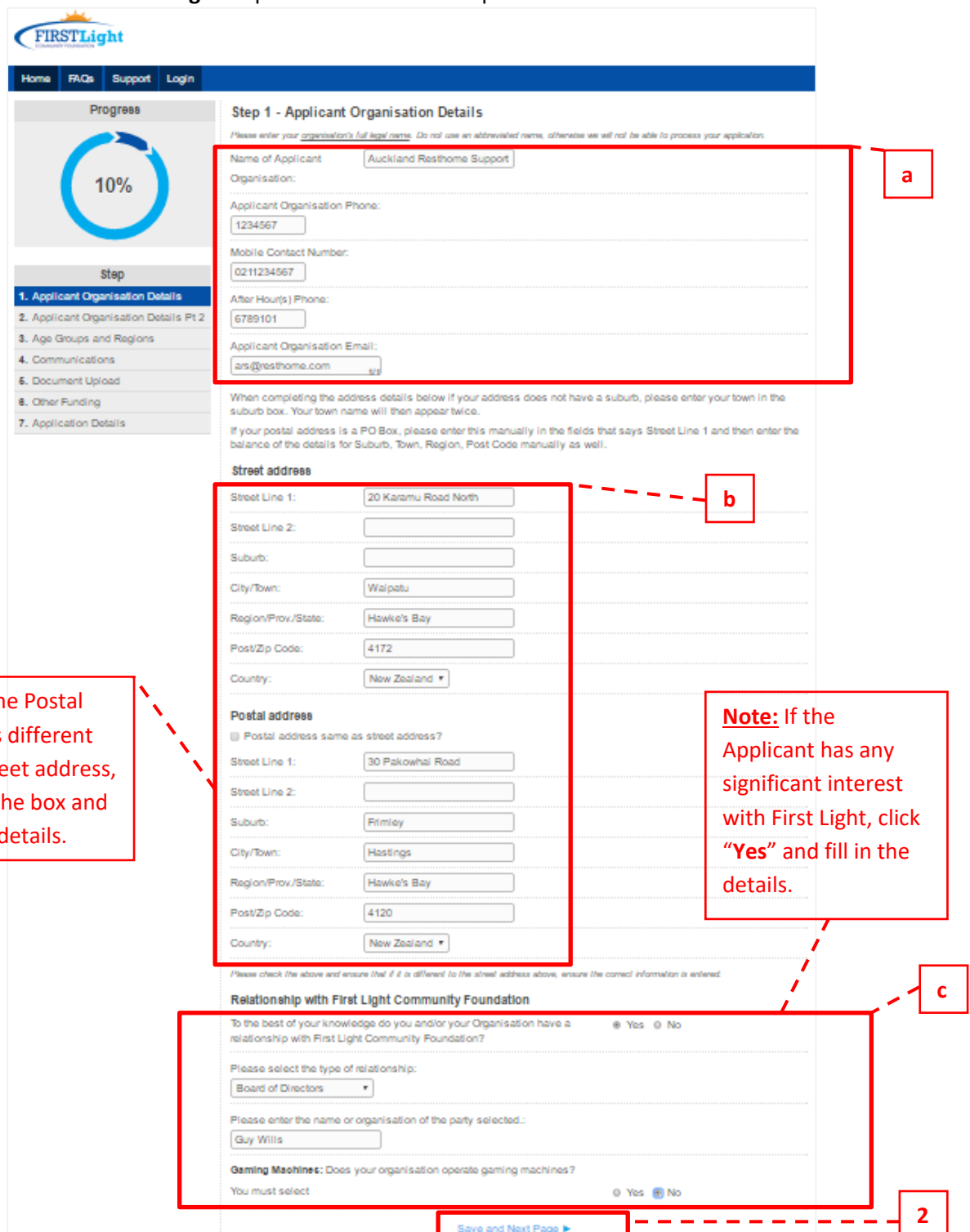
Grants Administration Team

First Light Community Foundation

**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. Key Persons with First Light Community Foundation and a question as to whether your organisation is Operating Gaming Machines
2. Click **“Save and Next Page”** to proceed to the next step.



**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. Application Details

**Step 1 - Applicant Organisation Details**  
*Please enter your organisation's full legal name. Do not use an abbreviated name, otherwise we will not be able to process your application.*

Name of Applicant: Auckland Resthome Support

Organisation:

Applicant Organisation Phone: 1234567

Mobile Contact Number: 0211234567

After Hour(s) Phone: 6789101

Applicant Organisation Email: ars@resthome.com

When completing the address details below if your address does not have a suburb, please enter your town in the suburb box. Your town name will then appear twice.  
If your postal address is a PO Box, please enter this manually in the fields that says Street Line 1 and then enter the balance of the details for Suburb, Town, Region, Post Code manually as well.

**Street address**

Street Line 1: 20 Karamu Road North

Street Line 2:

Suburb:

City/Town: Waipatu

Region/Prov./State: Hawke's Bay

Post/Zip Code: 4172

Country: New Zealand

**Postal address**

☐ Postal address same as street address?

Street Line 1: 30 Pakowhai Road

Street Line 2:

Suburb: Frimley

City/Town: Hastings

Region/Prov./State: Hawke's Bay

Post/Zip Code: 4120

Country: New Zealand

**Relationship with First Light Community Foundation**  
*Please check the above and ensure that if it is different to the street address above, ensure the correct information is entered.*

To the best of your knowledge do you and/or your Organisation have a relationship with First Light Community Foundation? ☒ Yes ☐ No

Please select the type of relationship:  
Board of Directors

Please enter the name or organisation of the party selected:  
Guy Willis

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


**Save and Next Page**

**Note:** If the Postal address is different to the Street address, uncheck the box and fill in the details.

**Note:** If the Applicant has any significant interest with First Light, click **“Yes”** and fill in the details.

## 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 drops an extra field down, 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. Application Details

### Step 2 - Applicant Organisation Details Pt 2

Please ensure you provide this detail in addition to any material you may upload at the end of Step 7 in support of this application.

Please provide a brief description of your organisation and the work it does:

The Organisation works in the field of assisting the community.

10/250

Is your Organisation a school? ☐ Yes ☒ No

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

Full Name	Position	Email
Jim Smith	CEO	jim@email.com
Claire Jackson	CFO	claire@email.com

Is your organisation not-for profit? This is an organisation that uses its surplus revenues to further achieve its purpose or mission, rather than distributing its surplus income to the organisation's shareholders (or equivalents) as profit or dividends. Most often these organisation are registered Charities and have tax exempt status.

Not-for profit ☒ Yes ☐ No

Incorporated Society: If your organisation is an incorporated society, please enter your incorporated society number in the box below.

Incorporated Society Number:

1645024

1/1

Registered Charity: If you are a registered charity, please enter your charity number in the space provided below. The system will 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 under 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

2 Please enter the Charities registration number:

CC42784

GST: If you are registered for GST, then the Foundation will only make a Grant for the Net compliant amount only, if you are not registered then the Foundation will make a grant for the Gross compliant amount.

Is the organisation GST registered? ☒ Yes ☐ No

Please enter the GST number:

1234567

Expected number of people to benefit from the proceeds of this application?

20

Is the activity or project not-for profit? ☒ Yes ☐ No

**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
- ☐ 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:

What date was your organisation founded?

1 Apr 2016

If you are unsure of the date please put the year in shown as first day of the first month of the year founded (eg. 01.Jan.1957) in the date founded box above

---

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 to be able to spend more time partaking in activities and exercises with the volunteers.

We are seeking funding for:  
 Projector and screen equipment  
 Additional tables and chairs  
 Sound and stage equipment

48/250

**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.

Please select the type of work that the Organisation is requesting funding approval for

- ☐ Project
- ☒ Activity
- ☐ Asset Purchase
- ☐ Admin Costs
- ☐ Equipment
- ☐ Facilities
- ☐ Other

If Other, please provide a brief description:

Note: Only type in a brief description here if you have selected 'Other' from the type of approval you are requesting funding for.

23/250

◀ Save and Previous Page

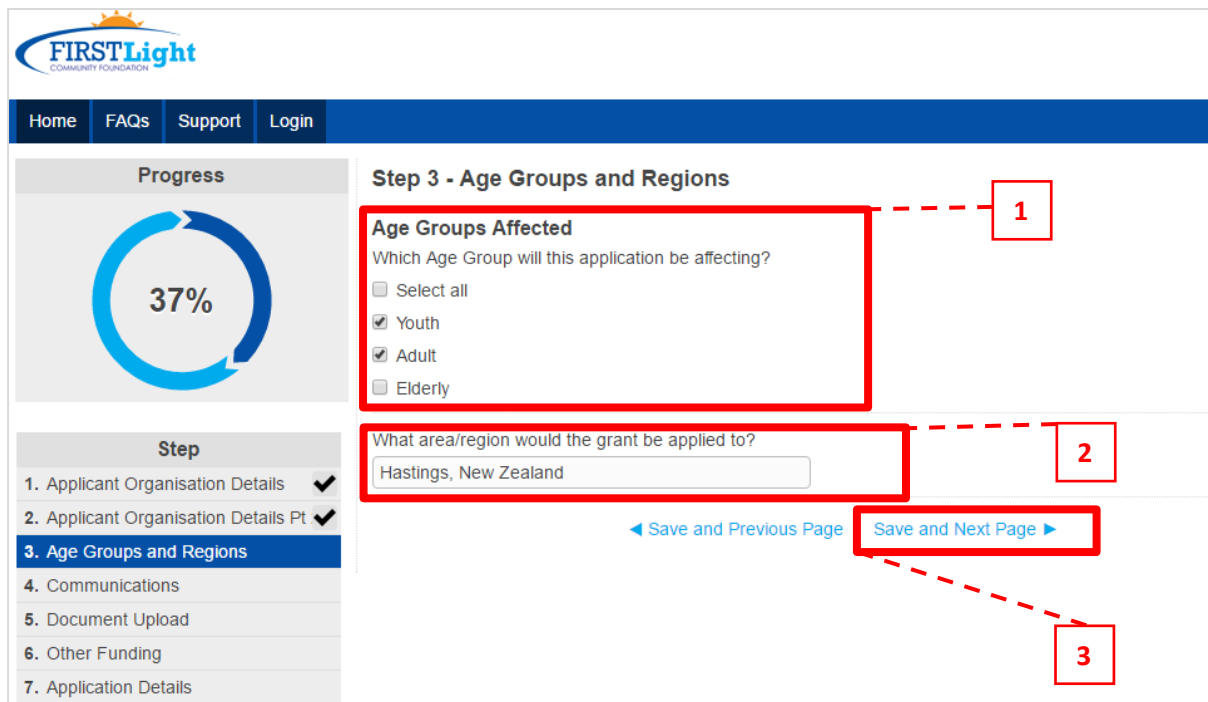
Save and Next Page ▶

3

**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.



**FIRSTLight**  
COMMUNITY FOUNDATION

Home FAQs Support Login

**Progress**

37%

**Step**

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

**Step 3 - Age Groups and Regions**

**Age Groups Affected**  
Which Age Group will this application be affecting?

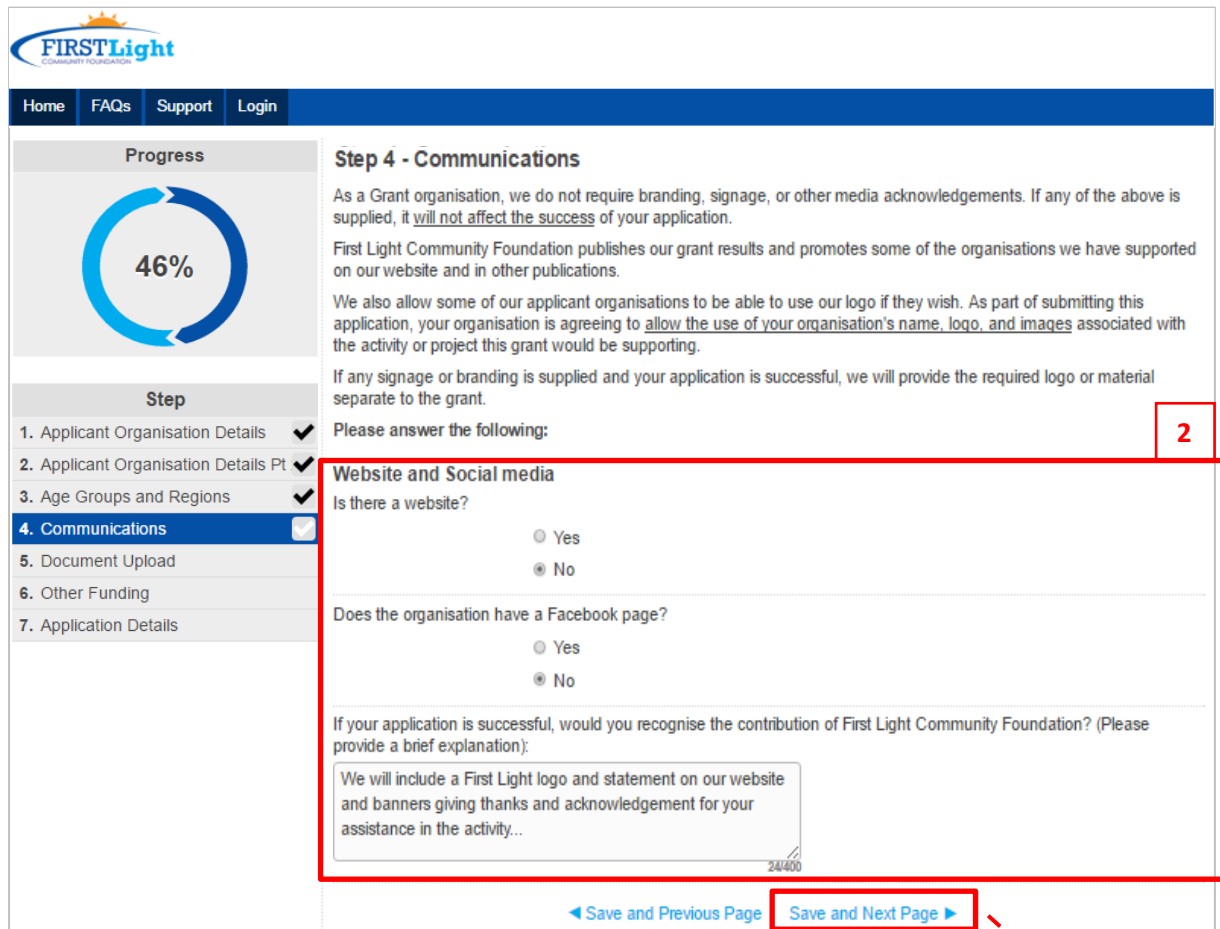
☐ Select all  
☒ Youth  
☒ Adult  
☐ Elderly

**What area/region would the grant be applied to?**  
Hastings, New Zealand

◀ Save and Previous Page Save and Next Page ▶

## Step 4 – Communications

1. This step describes the use of the First Light Community Foundation signage and other media applications. More information would be provided by the Grant Organisation if required.
2. If you have a website or Facebook page, complete the fields stating your website address and number of followers you have on your Facebook page. Include a brief description of how you would recognise the contribution from First Light Community Foundation for the bottom question.
3. Click “Save and Next Page” at the bottom of the page to proceed to the next step.



**Progress**

46%

**Step**

1. Applicant Organisation Details ✓
2. Applicant Organisation Details Pt ✓
3. Age Groups and Regions ✓
4. Communications **46%**
5. Document Upload
6. Other Funding
7. Application Details

**Step 4 - Communications**

As a Grant organisation, we do not require branding, signage, or other media acknowledgements. If any of the above is supplied, it will not affect the success of your application.

First Light Community Foundation publishes our grant results and promotes some of the organisations we have supported on our website and in other publications.

We also allow some of our applicant organisations to be able to use our logo if they wish. As part of submitting this application, your organisation is agreeing to allow the use of your organisation's name, logo, and images associated with the activity or project this grant would be supporting.

If any signage or branding is supplied and your application is successful, we will provide the required logo or material separate to the grant.

Please answer the following:

**Website and Social media**

Is there a website?

☐ Yes

☒ No

Does the organisation have a Facebook page?

☐ Yes

☒ No

If your application is successful, would you recognise the contribution of First Light Community Foundation? (Please provide a brief explanation):

We will include a First Light logo and statement on our website and banners giving thanks and acknowledgement for your assistance in the activity...

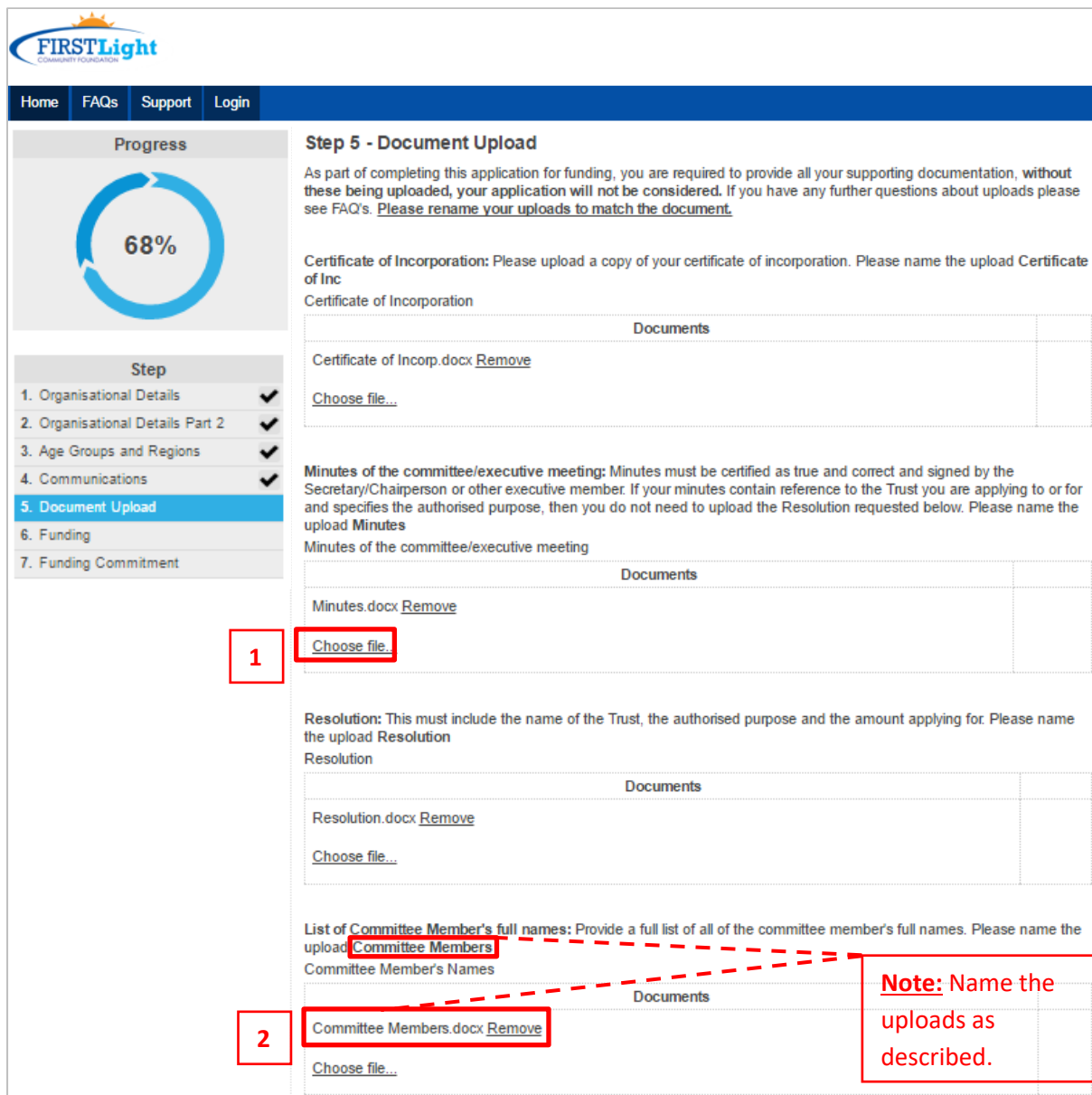
24/400

◀ Save and Previous Page Save and Next Page ▶

# Starting an Application – Step by 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.



**Progress**

68%

**Step**

1. Organisational Details ✓
2. Organisational Details Part 2 ✓
3. Age Groups and Regions ✓
4. Communications ✓
- 5. Document Upload**
6. Funding
7. Funding Commitment

**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 Certificate of Inc

Certificate of Incorporation

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

**Minutes of the committee/executive meeting:** Minutes must be certified as true and correct and signed by the Secretary/Chairperson or other executive member. If your minutes contain reference to the Trust you are applying to or for and specifies the authorised purpose, then you do not need to upload the Resolution requested below. Please name the upload Minutes

Minutes of the committee/executive meeting

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

**Resolution:** This must include the name of the Trust, the authorised purpose and the amount applying for. Please name the upload Resolution

Resolution

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

**List of Committee Member's full names:** Provide 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>

**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
<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
<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); otherwise, this does not apply to your application. Please name the upload **Itinerary Dates**

Proof of itinerary Event Dates

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

**IRD Tax Exemption Certificate:** If your organisation is a Registered Society or Trust, please provide a copy of your organisation's IRD Tax Exemption Certificate. Please name the upload **Tax Certificate**

IRD Tax Exemption Certificate

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

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

Vehicle Letter of Commitment

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

**Details of purpose/intentions for the use of the vehicle:** If you uploaded a file for Vehicle Letter of Commitment, please provide the detail regarding the purpose and intentions of the use of the motor vehicle. Please name the upload **Details of Purpose Intentions**

Details of purpose/intentions

Documents
<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 and job descriptions for any salaries or wages applied for.*

[◀ Save and Previous Page](#)

[Save and Next Page ▶](#)

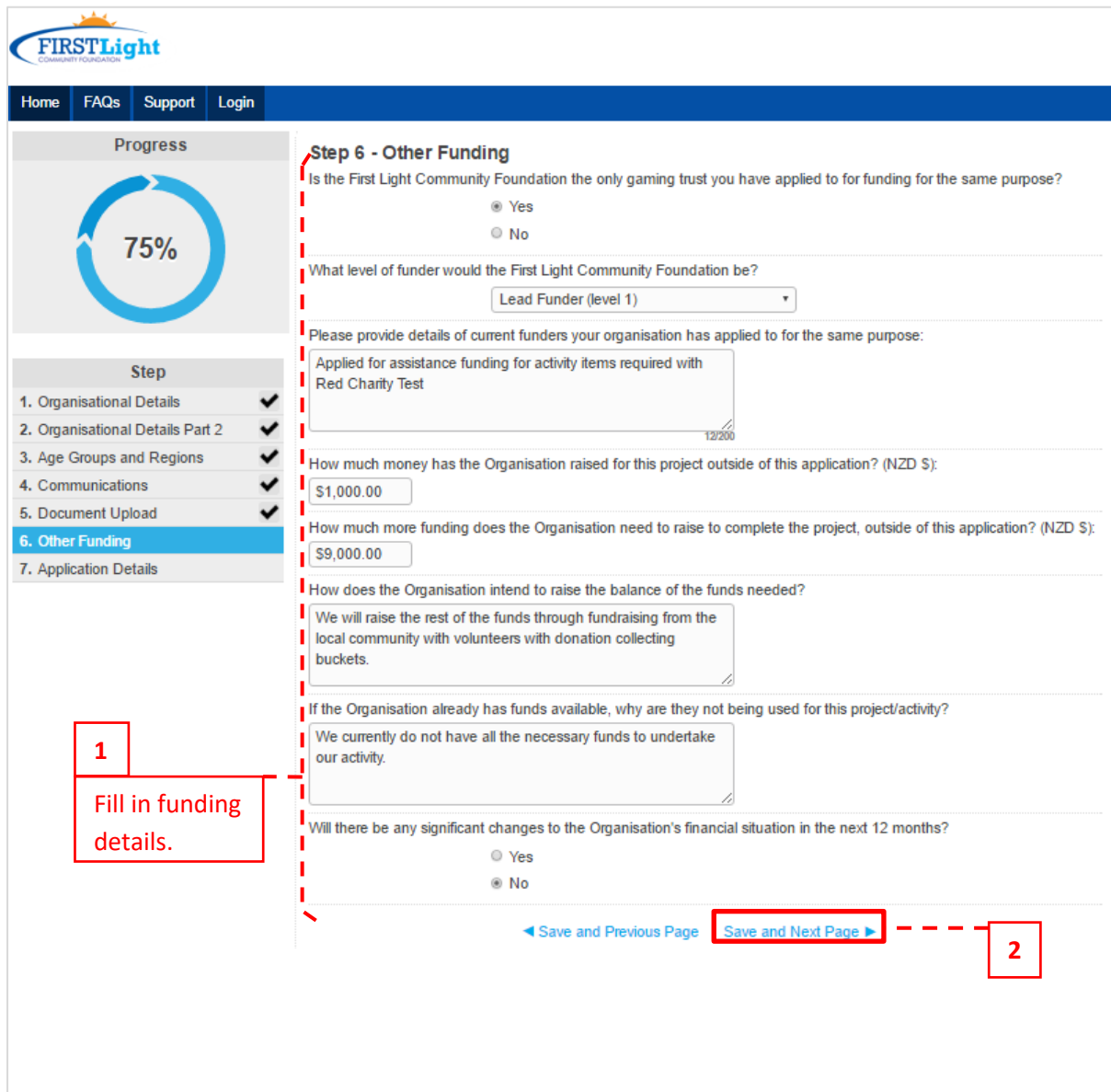
Click to proceed after files have been uploaded.

3



## Step 6 – Funding

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



**Progress**

75%

**Step**

1. Organisational Details ✓
2. Organisational Details Part 2 ✓
3. Age Groups and Regions ✓
4. Communications ✓
5. Document Upload ✓
- 6. Other Funding**
7. Application Details

**Step 6 - Other Funding**

Is the First Light Community Foundation the only gaming trust you have applied to for funding for the same purpose?

☒ Yes  
☐ No

What level of funder would the First Light Community Foundation be?

Lead Funder (level 1) ▼

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

Applied for assistance funding for activity items required with Red Charity Test 12/200

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

\$1,000.00

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

\$9,000.00

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 local 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 activity.

Will there be any significant changes to the Organisation's financial situation in the next 12 months?

☐ Yes  
☒ No

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

**1**  
Fill in funding details.

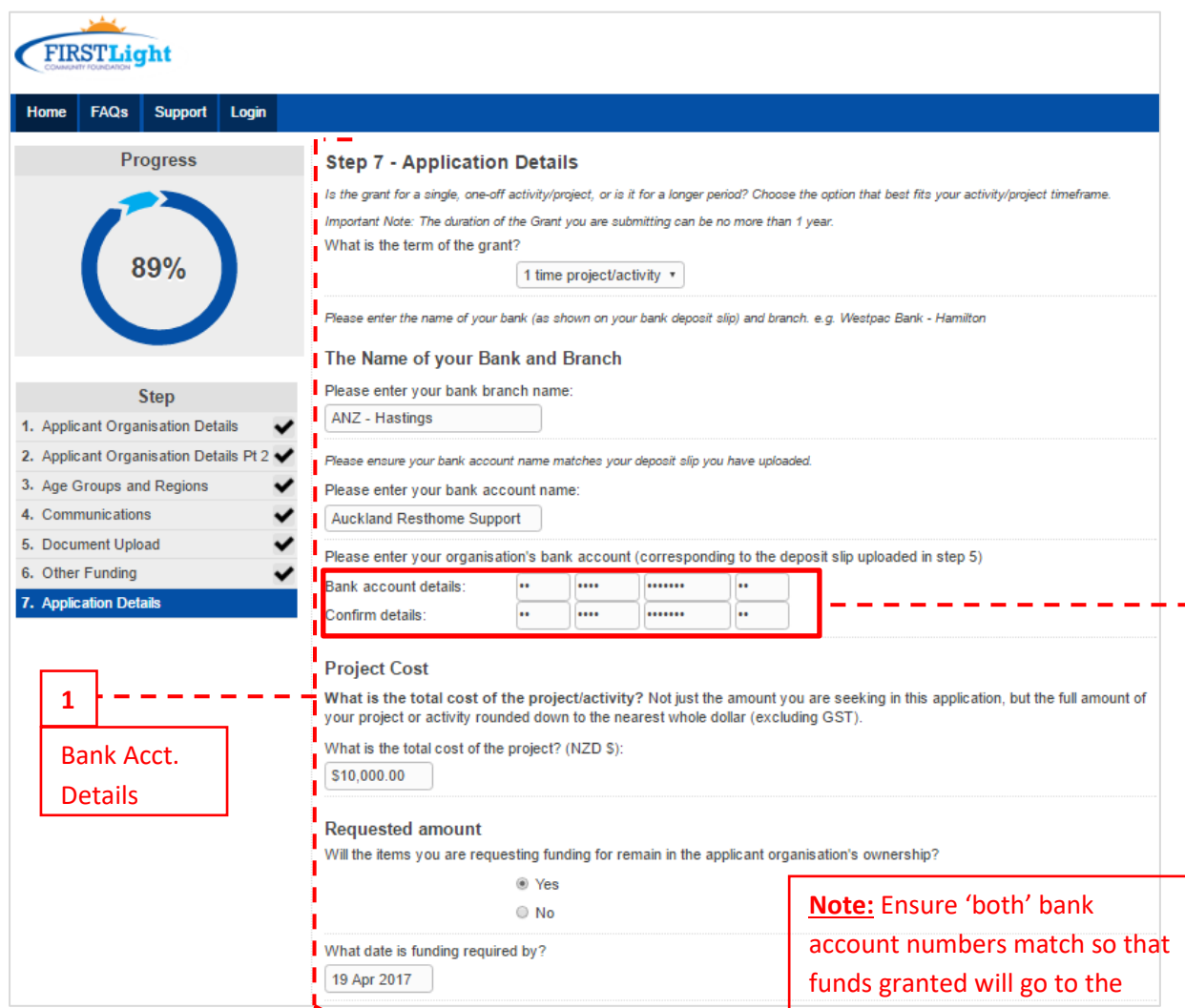
**2**

## 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.)
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 other people with ID uploads.
5. Enter your name and click **“Submit Application”** at the bottom to submit the application.



**Progress**

89%

**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. Application Details

**Step 7 - Application Details**

Is the grant for a single, one-off activity/project, or is it for a longer period? Choose the option that best fits your activity/project timeframe.

*Important Note: The duration of the Grant you are submitting can be no more than 1 year.*

What is the term of the grant?

1 time project/activity

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

**The Name of your Bank and Branch**

Please enter your bank branch name:

ANZ - Hastings

Please ensure your bank account name matches your deposit slip you have uploaded.

Please enter your bank account name:

Auckland Resthome Support

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 rounded down to the nearest whole dollar (excluding GST).

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?

☒ Yes

☐ No

What date is funding required by?

19 Apr 2017

**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, being your preferred quote and 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.

Website quotes are not acceptable.

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.,

Employment Contract/Contractors

Documents

Employment Contract 1.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 the grids below, please enter the exact amount of the costs you are seeking. If your organisation is GST registered, you can only request the GST exclusive amount. If your organisation is not GST registered you may request the full GST inclusive cost. If multiple items are on a single quote, upload both quotes once only against one of the items the quote addressed. Please enter each amount on a separate row. If you have 4 or 5 items on one quote, please complete one row for each item. Do not group items and costs into one row.

Salary timeframe refers to the length of time the salary or wages are applied to: i.e. 6 months, 1 year etc. The requested amount is how much you are seeking of the full salary.

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	Comp Furniture	4500.00	Competitive Quote	4000.00
Sound Equipment	2000.00	Preferred Quote.d	Comp JB	1500.00	Competitive Quote	2000.00
Projector and Screen	2000.00	Preferred Quote.d	Comp PS	1500.00	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 (\$)
Tester, Secretary	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 within 3 months.

When do you intend to spend the balance of funds requested by?

31 May 2017

2

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

You can upload as many as required.

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

3

All items listed with amount values and Quote files selected.

Page Continued...

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

Why did your organisation choose to approach the Foundation for assistance?

We approached First Light for assistance because of the willingness you have in assisting with the elderly and local community.

20/500

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.

If there is any other relevant information that would be helpful for us to know in accessing this proposal, please upload it here:

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 -1296MB

Please check this application before submitting.

**Declaration**

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:

Steve Jobs 2/10

Position of person 1:

Secretary 1/10

Name 2:

Bill Gates 2/10

Position of person 2:

Committee Member 2/10

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>

4

Fill in details of why you chose First Light for assistance and any other relevant information that may be useful

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.

Page Continued...

## Starting an Application – Step by Step

### Consent to Audit

First Light Community Foundation Limited records will be inspected and audited by the Department of Internal Affairs. First Light Community Foundation is required to render details of all donations to the Department of Internal Affairs. This grant application is made with the understanding that if any Department of Internal Affairs Officer so requests, the applicant organisation shall agree to participate in (at its own expense) any such inspection and/or audit. First Light Community Foundation Limited 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 First Light Community Foundation Limited 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 First Light Community Foundation 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 Foundation to collect information about our organisation from third parties in respect of this application.

☒ I 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:

Joe Bloggs 0/10

◀ Save and Previous Page

Submit Application ▶

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.

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

4



## 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.

**Application Reference Number: 4**

Thank you for registering your completed grants application.

We acknowledge your completed application and we will respond to you through the email address that you have provided as part of your contact details contained within your grants application. Should we require any additional information or if there is any incomplete information we still require or if any part of your application does not comply with our rules then we will 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://firstlightfoundation-nz.baanalyser.com/application/pdfs/b66f450c-8a01-4fd4-acfc-22e32d1e05de> **1**

If at any time you would like to view the progress or details of your application, you may do so on the First Light Community Foundation Applicant Dashboard which can be accessed via our Organisations website or you can follow this link:

<https://www2.baanalyser.com/applicant-org/login> **2**

**Applicant dashboard (View Pg. 21 for more details)**

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

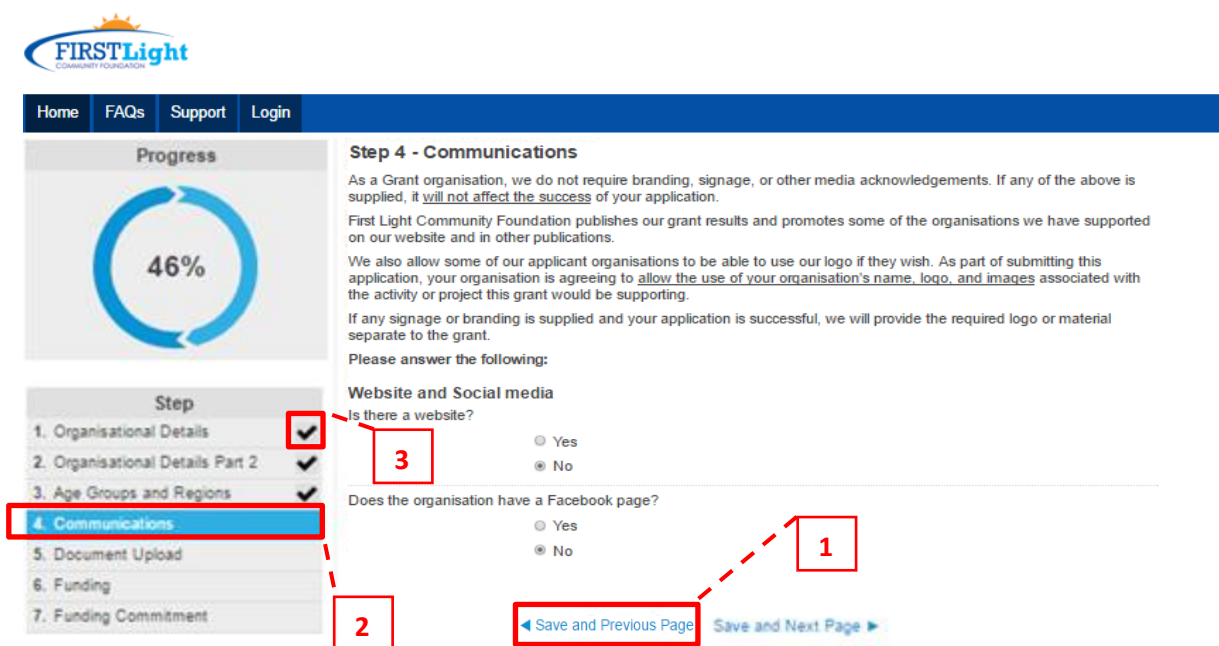
Kind Regards

Grants Administration Team

First Light Community Foundation

## 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.



**Progress**

46%

**Step**

1. Organisational Details
2. Organisational Details Part 2
3. Age Groups and Regions
4. Communications
5. Document Upload
6. Funding
7. Funding Commitment

**Step 4 - Communications**

As a Grant organisation, we do not require branding, signage, or other media acknowledgements. If any of the above is supplied, it will not affect the success of your application.

First Light Community Foundation publishes our grant results and promotes some of the organisations we have supported on our website and in other publications.

We also allow some of our applicant organisations to be able to use our logo if they wish. As part of submitting this application, your organisation is agreeing to allow the use of your organisation's name, logo, and images associated with the activity or project this grant would be supporting.

If any signage or branding is supplied and your application is successful, we will provide the required logo or material separate to the grant.

Please answer the following:

**Website and Social media**

Is there a website?

☐ Yes

☒ No

Does the organisation have a Facebook page?

☐ Yes

☒ No

[Save and Previous Page](#) [Save and Next Page](#)

## 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.

**RE: Grant Number 4**

Dear Guy Williams,

Thank you for registering your interest in completing an application proposal with First Light Community Foundation.

This is an automated response. For your future reference please note your User Applicant Link outlined below.

User Applicant Link:

<https://firstlightfoundation-nz.baanalyser.com/return/b66f450c-8a01-4fd4-acfc-22e32d1e05de>

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 screen.

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

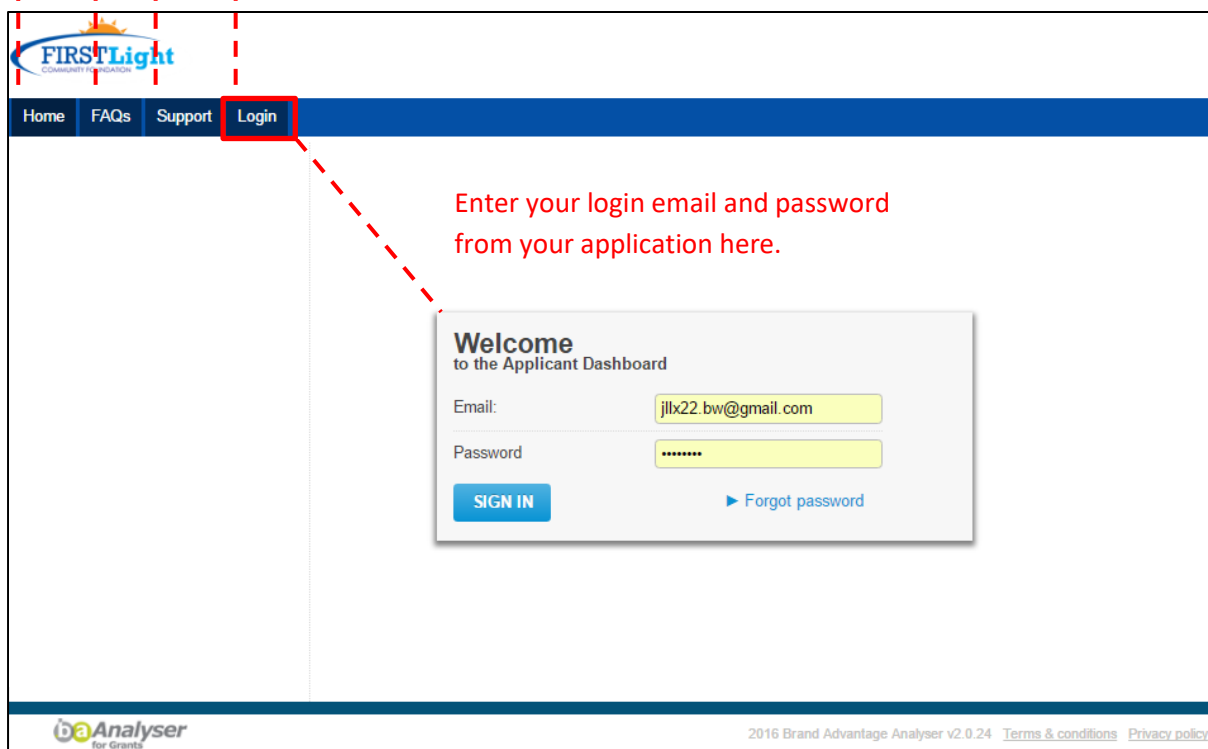
First Light Community Foundation

## Applicant Dashboard – Start

This is the Grants home page of First Light Community Foundation where you can login to view your Applicant Dashboard.

Links you can click in this page:

1. Homepage of First Light Community Foundation 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.



Enter your login email and password from your application here.

**Welcome**  
to the Applicant Dashboard

Email:

Password:

[SIGN IN](#) [▶ Forgot password](#)

Brand Advantage Analyser for Grants

2016 Brand Advantage Analyser v2.0.24 [Terms & conditions](#) [Privacy policy](#)

### **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.



Email:

New Password:

Confirm Password:

[SAVE](#)

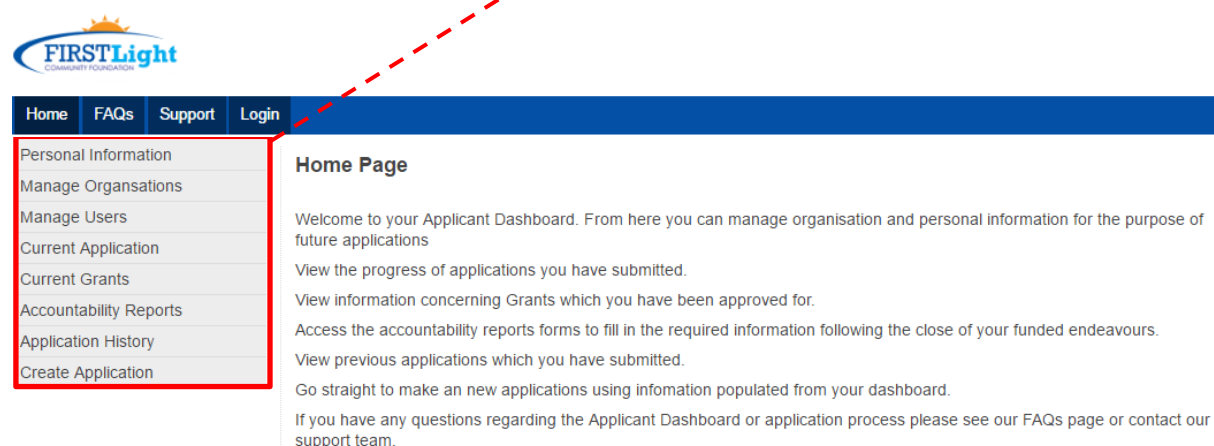
Assign a password and click **Save** for first time users.

## 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



**Home Page**

Welcome to your Applicant Dashboard. From here you can manage organisation and personal information for the purpose of future applications

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.

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.**