

Supporting Information & Documents: Education Groups

Are you a State Owned School?

Yes

No

You will need:

1. School decile number.
2. [Cover letter.](#)
3. [Chair or Secretary signed resolution.](#)
4. Endorsement letter from the Principal.
5. Bank verified account details.
6. [Evidence of your funding request.](#)
7. Latest financial statements.
8. NZ Drivers Licence or NZ Passport for two Board of Trustee members (not including the Principal).

Please complete your application as a [Community Group](#)



What evidence do I need to support my funding request?

If you are applying for **project or activity costs**, you MUST provide:

- At least TWO quotes as evidence of the total amount sought. This includes a preferred supplier quote and a competitive supplier quote that is comparable against your preferred quote. Alternatively you can provide a market appraisal/valuation confirming that the total amount sought is reasonable. For a sample quote that shows what Grassroots Trust Limited requires as part of your quote, please check [here](#).
- If you are unable to provide a competitive quote, please upload a letter outlining your reasoning for this.

If you are applying for costs associated with **hosting or attending an event**, you MUST also provide:

- Proof/itinerary/flyer and date(s) of event(s).

If you are applying for **travel costs associated with attending an event**, you MUST also provide:

- A list of names and roles of individuals in the team/organisation that are expected to travel.

If you are applying for **operational costs**, you MUST provide:

- the last three months worth of invoices for each expense.

If you are applying for **vehicle lease or purchase**, you MUST provide:

- A letter of commitment confirming that the vehicle will not be used for private use.

If applying for a **salary contribution**, you MUST provide:

- A signed employment agreement (including any variations) and a current position description.

Please note that new salary requests are not a high priority for the Grassroots Trust Limited Board. Applicants are encouraged to consider applying for activity/project or operational expenses instead.