

# How to Apply

## Application Guide



## Contents

Accessing the Grant Site .....	3
Welcome Page .....	3
Logging in to Grassroots Trust .....	4
Registration for New Applicants (“Register Now”) .....	5
Organisation Registration .....	6
Let’s get Started .....	8
Step 1 – Confirm Organisation Details .....	9
Step 2 – Organisation Information .....	11
Step 3 – Purpose of your Grant .....	12
Step 4 – Communications Statements .....	13
Step 5 – Document Upload .....	14
Step 6 – Other Funding .....	16
Step 7 – Application Details .....	18
Application Submitted Email .....	23
Re-Accessing your Current Incomplete Application .....	23

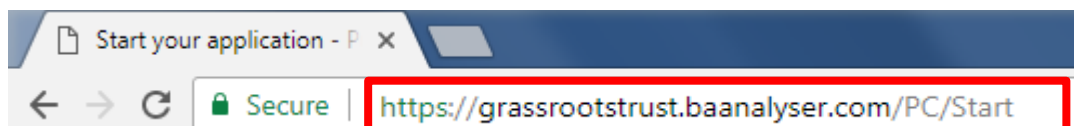
# Starting an Application – Step by Step

## Accessing the Grant Site

### 1. To start an application

- To enter the site, enter <https://grassrootstrust.baanalyser.com/Start> in the address bar (top of page) of your web browser. We will be using 'Chrome' for this guide.

Site example: <https://grassrootstrust.baanalyser.com/Start>



## Welcome Page

- Once you have reached the welcome page, please do the following dependent on whether you are a new Applicant, or whether you have made an application via this website before.
  - If you have made an application via this website before, please click "Login", and thus proceed immediately to the step titled "Start your application"
  - If you are a new Applicant, please click "Register Now".



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

Below are some of the community groups we support:

### Welcome to Grassroots Trust

We are dedicated to providing local funding to local communities. We share your passion and enthusiasm for amateur sport, education and various charitable community initiatives and we're here to help.

To apply for a grant, you will need to register yourself as an Applicant. You cannot use someone else's login to apply for a grant, even if that person is from the same Organisation. You may add other users so they can access applications from your Organisation once you have registered.

If you have already registered as an Applicant, you can log in by entering your email address and password, and clicking the 'Login' button to commence.

If you have forgotten your password, enter your email address and click the 'Forgot your Password' link. We will send you a link to re-enter and re-set your password.

Need help?  
**Call 0800 957 960**  
To speak with our Grants Team

---

#### Apply Online Now

Have you registered and completed an online application before?  
[Login](#)

First time applying on line?  
Click here to register  
[Register Now](#)

A

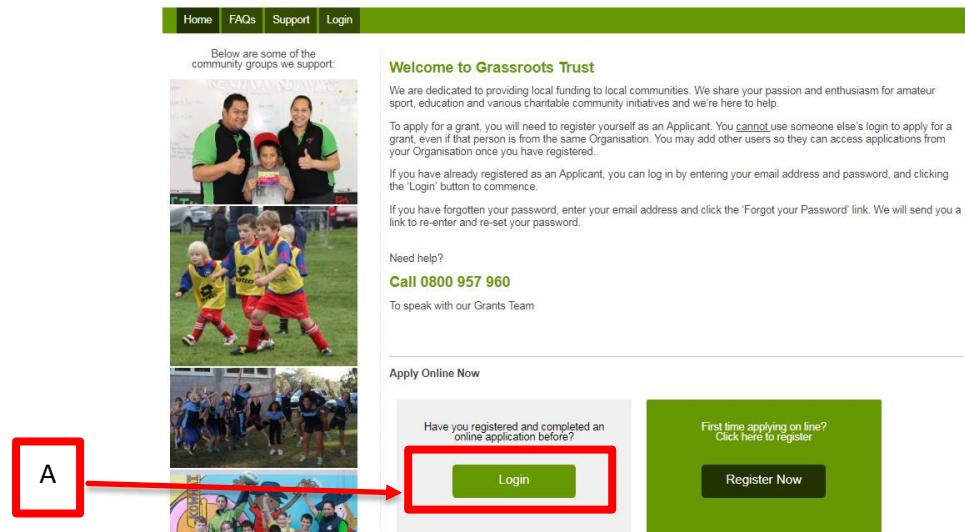
B

# Starting an Application – Step by Step

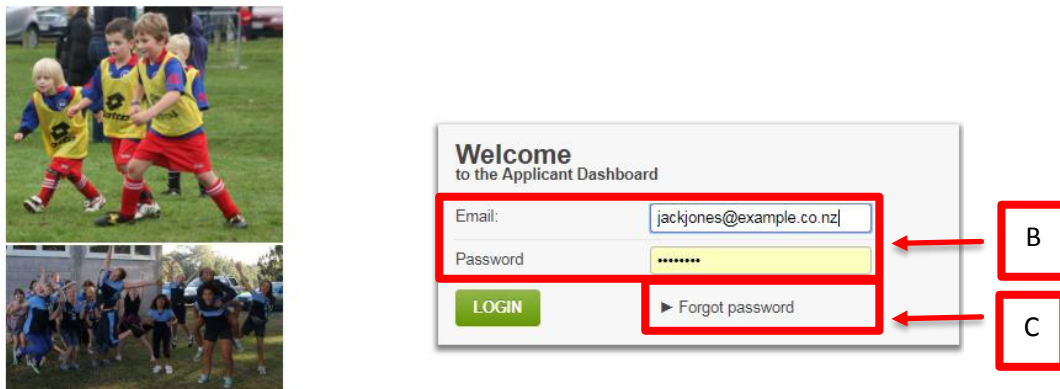
## Logging in to Grassroots Trust

If you are not a 'new' user, and you wish to log in to your already existing Grassroots Trust Account, please complete the following steps;

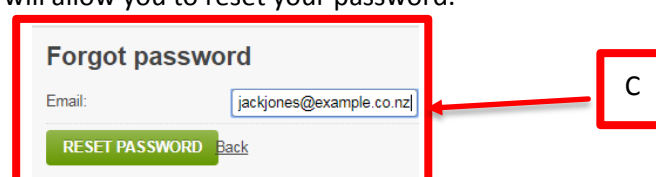
- (a) Click on login



- (b) Enter your email address and password into the appropriate fields, followed by clicking on the 'login' button.



- (c) If you have forgotten your password, please click on "Forgot password", and enter your email address into the appropriate field, followed by clicking on 'reset password'. You will then be sent a link that will allow you to reset your password.



# Starting an Application – Step by Step

## Registration for New Applicants (“Register Now”)

1. In this step, you will be completing the registration form.
2. Please tick the check box stating that you accept the terms and conditions, as you will not be able to proceed if you don't.
3. Once you have filled in the fields with the adequate information required, please click on the “Next button”, to proceed to the next step.

### Online Application Registration

#### Person making the application to complete

First name:	<input type="text"/>
Last name:	<input type="text"/>
Position:	<input type="text"/>
Phone:	<input type="text"/>
Mobile:	<input type="text"/>

#### Address Details

Street line 1:	<input type="text" value="Enter a location"/>
Street line 2:	<input type="text"/>
Suburb:	<input type="text"/>
City/Town:	<input type="text"/>
Region/Prov./State:	<input type="text"/>
Post/Zip code:	<input type="text"/>
Country:	<input type="text" value="New Zealand"/>

#### For Your Applicant Dashboard Access

Email:	<input type="text"/>
Confirm email:	<input type="text"/>
Password:	<input type="password"/>
Confirm password:	<input type="password"/>

2



I accept the [Terms & conditions](#) and understand that it does not mean that our organisation is guaranteed to receive a grant.

*Please note: All application information will be kept confidential and is subject to our [Privacy Policy](#)*

Next ►


3



## Organisation Registration

1. Before being able to proceed, you will need to fill out the appropriate fields as they are required as part of the application process.
2. The little red 'i' buttons, expand when clicked on, to provide you with more information with more information or trouble shooting tips should you encounter any problems. Please see the example below. If you wish to close the help text boxes that appear when clicked on, please click on the black 'x' located in the top right corner of the help text.
3. For the registered charity, incorporated society, and GST registered questions, please check 'Yes' if you are registered, and 'No' if you are not.
  - (a) For example, if you are not a registered charity, you would click on the 'no' dot as shown in the screenshot.  
If you are registered and you enter your number and a warning populates that states your number does not match the registered name, please click on the 'need help' button and then click the link to the charities or incorporated societies to check your name.
  - (b) For example, If you are GST registered you would click yes, and enter your GST number into the field that displays, as shown via the screenshot.
4. To save the entered data, and proceed to the next page, please click the "Save and Next page" button.

### Organisation Registration

To check the registers click here. 


If you have previously applied to Grassroots Trust, please select your Organisation name from the drop-down list.

If this is your first time applying, please enter the **full legal name of your Organisation**. This name **MUST** match the Incorporated Societies or Charities Commission Register.

Name of Applicant

Example Application

Organisation:

Need help with your street address? 

#### Street address

Street Line 1:

5 Rockwood Place

Street Line 2:

Suburb:

Epsom

City/Town:


Auckland

Post/Zip Code:

1023

Country:

New Zealand ▼

Need help with your postal address? 

#### Postal address

☒ Postal address same as street address?

Need help with your applicant phone number? 

Applicant phone:

093600532

Need help with your after hours phone number? 

Applicant Organisation After Hours Number :

0210641918

1/20

**NOTE: This has been carried on to page 7**

1.

## Starting an Application – Step by Step

Need help with your key contacts? ⓘ

Key Contacts

### Contact

Full name:

Position:

Email address:

➖ Remove

### Contact

Full name:

Position:

Email address:

➖ Remove

➕ Add another contact

Need help with registered charities? ⓘ

Is the organisation a registered charity?

☐ Yes  
☒ No

Need help with Incorporated Societies? ⓘ

Is the organisation an incorporated society?

☐ Yes  
☒ No

Need help if you are not a registered charity or an incorporated society? ⓘ

If you are not a Registered Charity or an Incorporated Society, what type of Not-for-profit organisation are you?

0/20

Need help with GST? ⓘ

Is the organisation GST registered?

☒ Yes  
☐ No

Please enter the GST number:

Need help with organisation's operating nationally? ⓘ

Does your organisation operate nationally?

☒ Yes  
☐ No

Save and Next Page ►

1.

2. Once clicked on the red 'i' button, the red information box pops up to provide more information about this field.

3a.

3b.

4.

# Starting an Application – Step by Step

## Let's get Started

1. Read through the details and once you are ready to begin, click on the big button located below **“To start your application, click the green button”**. The button is titled **“GRASSROOTS TRUST GRANT”**.
2. This page is for providing details of the ‘Start’ and ‘End’ dates of the activity/project and the Grant ‘Category’.
3. Once complete, click on the **“Get Started”** button at the bottom of the page.
4. To make the application process more simplistic, click on the help text icon to learn of crucial information that will speed up the application process.

### Before starting your application

- Check that you are eligible to apply [here](#).
- Ensure you have the correct documents ready to upload to your application. To see what documents are required, please see Step 2 of the Application Process [here](#).
- Any uploads must be in Word, PDF, PowerPoint or an image file to a maximum file size of 150MB
- All applications must be submitted using **Google Chrome**. You can download this browser [here](#).

### Important notes

- All communication will be by email through our online system. To ensure you do not miss any of our email updates, please ensure you have the following email addresses set up as SAFE SENDERS:
  - [admin+grassrootstrust@baanalyser.com](mailto:admin+grassrootstrust@baanalyser.com)
  - [noreply@grassrootstrust.baaanalyser.com](mailto:noreply@grassrootstrust.baaanalyser.com)
- You cannot use someone else's login to apply for a grant, even if that person is from the same Organisation
- You may add other users so they can access applications from your Organisation once you have registered
- When contacting a member of the Grants Team via email, please use the REPLY button from an email already received from our online system ([admin+grassrootstrust@baanalyser.com](mailto:admin+grassrootstrust@baanalyser.com)).
- Any emails sent directly to [admin+grassrootstrust@baanalyser.com](mailto:admin+grassrootstrust@baanalyser.com); without using REPLY option, will NOT be received by the Grants Team
- You may re-enter your application at any time using the RETURN LINK that you will be sent from our online system once you have entered your email details into your application
- Each step must be completed in full before you can save and navigate to another page
- If you need more information on how to complete your online application please refer to the [How to Apply Guide](#) or the [FAQs](#) section.

### Need help?

**Call 0800 957 960**

To speak with our Grants Team.

After each question you will find the below icon. This icon will provide additional information about the question and/or trouble shooting tips if you encounter any problems.



To start your application, click the green button below



1.

**Start and End Dates:** Your project, activity or purchase of an asset can have the same start date. The end date should be when you will be able to account for any funding you receive e.g. if you purchase an item today, then the end date should be after you have paid for the item and are able to provide a bank statement showing payment.

Start date:  Start date of the project/activity

End date:  End date of the project/activity

Please select which category your application applies to?

Need help?

Grant category  Please select one... ▼

2.

Get Started ►

3.



# Starting an Application – Step by Step

## Step 1 – Confirm Organisation Details

1. In this step, you are simply confirming details of previously entered information, by making sure they are correct. If they are not correct already, then you need to correct them in this step, which will automatically update your registration information.
2. If the postal address is different from the street address, please untick the box, and enter the appropriate information.
3. To save your progress so far and to be able to continue to the next step, please click “Save and Next Page”.

Progress

24%

Step

1. Confirm Organisational Details

2. Organisation Information

3. Purpose of your grant

4. Communication Statement

5. Document Upload

6. Other Funding

7. Application Details

**Step 1 - Confirm Organisational Details**  
To check the registers click here. ⓘ  
If you have previously applied to Grassroots Trust, please select your Organisation name from the drop-down list.  
If this is your first time applying, please enter the **full legal name of your Organisation**. This name **MUST** match the Incorporated Societies or Charities Commission Register.

Name of Applicant

Example Application

Organisation:

Need help with your street address? ⓘ

**Street address**

Street Line 1:

5 Rockwood Place

Street Line 2:

Suburb:

Epsom

City/Town:

Auckland

Post/Zip Code:

1023

Country:

New Zealand ▼

Need help with your postal address? ⓘ

**Postal address**

☒ Postal address same as street address?

Need help with your applicant phone number? ⓘ

Applicant phone:

093600532

Need help with your after hours phone number? ⓘ

Applicant Organisation After Hours Number :

0210641918 1/20

2.

**NOTE:** The screenshot continues over to the next page.

## Starting an Application – Step by Step

Need help with your key contacts? ⓘ

Key Contacts

### Contact

Full name:

Position:

Email address:

➖ Remove

### Contact

Full name:

Position:

Email address:

➖ Remove

➕ Add another contact

Need help with registered charities? ⓘ

Is the organisation a registered charity?

- ☐ Yes
- ☒ No

Need help with Incorporated Societies? ⓘ

Is the organisation an incorporated society?

- ☐ Yes
- ☒ No

Need help if you are not a registered charity or an incorporated society? ⓘ

If you are not a Registered Charity or an Incorporated Society, what type of Not-for-profit organisation are you?

0/20

Need help with GST? ⓘ

Is the organisation GST registered?

- ☒ Yes
- ☐ No

Please enter the GST number:

Need help with organisation's operating nationally? ⓘ

Does your organisation operate nationally?

- ☒ Yes
- ☐ No

Save and Next Page ►

3.

# Starting an Application – Step by Step

## Step 2 – Organisation Information

1. If your Organisation is a school, please select “Yes”, followed by proceeding to enter the decile number of your school. If your Organisation is not a school, please select “No”.
2. If your organisation is affiliated to a regional or a national association please select yes, followed by entering the name of the Organisation you are affiliated to, in the appropriate field.
3. Please state how many people are employed or volunteer at your organisation. If you do not have any employees, please enter ‘0’. If you do not have any volunteers, please enter ‘0’. You are also asked how many members and/or students your Organisation has. Please enter your best estimated figure into the appropriate field.
4. Additionally, you are asked how long your Organisation has been established for. To answer this question, please click on the arrow in the respective field to populate the possible answers.
5. If you have a ‘Key Person Conflict’ with Grassroots Trust, please state the name of the employee and their role within your Organisation.
6. If your Organisation operates ‘Gaming Machines’, please select ‘Yes’.
7. If you wish to go back to the previous step without losing any of your entered data, please click on the “Save and Previous Page” button.
8. Additionally, to progress to the next step, please click the “Save and Next Page” button.

The screenshot displays the 'Step 2 - Organisation Information' form. On the left, a 'Progress' section shows a circular progress bar at 24% and a 'Step' list with seven items: 1. Confirm Organisational Details, 2. Organisation Information (highlighted), 3. Purpose of your grant, 4. Communication Statement, 5. Document Upload, 6. Other Funding, and 7. Application Details. The form fields are as follows:

- 1:** 'Is your Organisation a school?' with radio buttons for 'Yes' and 'No'.
- 2:** 'Need help with affiliation?' followed by 'Is your organisation affiliated to a regional or national association?' with radio buttons for 'Yes' and 'No'.
- 3:** 'Please enter the name of the organisation you are affiliated with:' with a text input field containing 'Example Organisation'.
- 3:** 'How many people are employed and/or volunteer at the organisation?' with input fields for 'Employed:' (152) and 'Volunteers:' (0).
- 3:** 'What is the total number of members and/or students for your organisation?' with an input field for 'Members/Students:' (8639).
- 4:** 'How long has your Organisation been established for?' with a dropdown menu showing '1 - 5 years'.
- 5:** 'Key Persons - Any person with a significant interest in the management, ownership or operation of Grassroots Trust Limited or a Grassroots Trust Limited Class 4 Venue, must declare their key person conflict. Is there a Key Person Conflict with Grassroots Trust?' with radio buttons for 'Yes' (checked) and 'No'.
- 5:** 'If yes, please provide the individual's full name and their role within your organisation:' with a text input field containing 'Sally Jackson - Employee'.
- 6:** 'Gaming Machines - Does your organisation operate Gaming Machines?' with radio buttons for 'Yes' and 'No'.
- 7:** 'Save and Previous Page' button.
- 8:** 'Save and Next Page' button.

## Step 3 – Purpose of your Grant

1. In this step, you will be asked to identify which age group your application will be benefiting. Please note, you may select multiple i.e. Youth and Adult.
2. Additionally, you will be asked to state how many people will benefit from your grant. Please either state an exact number or if you do not know, state the approximate (number).
3. Furthermore, you are required to provide the details of what you are applying for. Please make sure that you include the purpose of the grant, relevant dates, time frames and location(s).
4. If you wish to go back to the previous step without losing any of your entered data, please click on the “Save and Previous Page” button.
5. Additionally, to progress to the next step, please click the “Save and Next Page” button.

The screenshot displays the 'Step 3 - Purpose of your grant' interface. On the left, a 'Progress' section shows a circular progress indicator at 24%. Below it, a 'Step' list includes: 1. Confirm Organisational Details (checked), 2. Organisation Information, 3. Purpose of your grant (highlighted), 4. Communication Statement, 5. Document Upload, 6. Other Funding, and 7. Application Details.

The main form area for Step 3 contains the following elements:

- Section 1:** A red-bordered box containing the heading 'Step 3 - Purpose of your grant', a help link 'Need help with determining which age group?', and the question 'Which age group will benefit from this grant?'. Below this are four radio button options: Youth, Adult, Elderly (selected), and All. A red box labeled '1.' points to this section.
- Section 2:** A red-bordered box containing the question 'How many people will benefit from this grant? :'. Below it is a text input field with '6500' and a character count '1/20'. A red box labeled '2.' points to this section.
- Section 3:** A large red-bordered box containing the instruction 'Please provide the details of what you are applying for? You must include the purpose, relevant dates / time frames / and location :'. Below this is a text area with the placeholder 'Please include your purpose, relevant dates / time frames and location'. A red box labeled '3.' points to this section.
- Section 4:** A red-bordered box containing two green buttons: 'Save and Previous Page' and 'Save and Next Page'. A red box labeled '4.' points to the 'Save and Previous Page' button.
- Section 5:** A red-bordered box containing the 'Save and Next Page' button. A red box labeled '5.' points to this button.

## Step 4 – Communications Statements

1. This step outlines the many different ways that you can acknowledge Grassroots Trust's support, if your application is successful.
2. In order to progress to the next step, you must click 'Yes', to identify that you have read and understood the Communications Statement.
3. If you wish to go back to the previous step without losing any of your entered data, please click on the "Save and Previous Page" button.
4. Additionally, to progress to the next step, please click the "Save and Next Page" button.

Progress

46%

Step

1. Confirm Organisational Details ✓

2. Organisation Information ✓

3. Purpose of your grant ✓

4. Communication Statement

5. Document Upload

6. Other Funding

7. Application Details

### Step 4 - Communication Statement

Grassroots Trust does not require branding, signage, or other media acknowledgements. If any of the above is supplied, it will not affect the success of your application.

If your application is successful, you may wish to acknowledge Grassroots Trust's support. You can do this by:

- Mentioning our funding support in your newsletter, on your website or Facebook page.
- Including the Grassroots Trust website link on your website.
- Acknowledging us at your AGM, prize giving, sponsorship evenings or official opening/launch.
- Approaching your local newspapers or radio stations about our support.
- Including our logo on your playing kit, uniforms or equipment.
- Naming an event, building, team, competition, piece of equipment or training programme after us.
- Erecting plaques or signs with our logo around your premises/facilities.
- Emailing the local council and advising them of what you have been able to achieve as a result of the funding received.
- Making a short written submission to council when council next reviews its gambling venue policy. The submission would emphasise the importance of having local gaming machine funding available.

Grassroots Trust publishes the monthly grant results on our website and promotes some of our grant recipients on our website, social media platforms and in other publications.

As part of submitting this application, your Organisation agrees to allow the use of your Organisation's name, logo, and images associated with the activity or project this grant would be supporting.

I have read and understood the Communications Statement

2.

☒ Yes

3.

◀ Save and Previous Page

Save and Next Page ▶

4.

# Starting an Application – Step by Step

## Step 5 – Document Upload

1. In this step, you are required to upload supporting documentation for your application. It is important to note, that you must upload your Cover Letter, Resolution, Organisation's Accounts and the Organisation's Bank Account Deposit Slip as these are mandatory.
2. (a) To upload a document, please click on the **"choose file"** button  
(b) choose the appropriate file to upload. Once you have chosen the appropriate file, click open.
3. If you wish to go back to the previous step without losing any of your entered data, please click on the "Save and Previous Page" button.
4. Additionally, to progress to the next step, please click the "Save and Next Page" button.

**Progress**

75%

**Step**

1. Confirm Organisational Details
2. Organisation Information
3. Purpose of your grant
4. Communication Statement
- 5. Document Upload**
6. Other Funding
7. Application Details

**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.

Need help with uploading a document? ⓘ

Need help with the Cover Letter? ⓘ

**Cover Letter** - Please name the upload Cover Letter.

Cover Letter

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

Need help with the Resolution? ⓘ

**Resolution** - Please name the upload Resolution.

Resolution

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

Need help with Financial Statements? ⓘ

**Financial Statements** - Please name the upload Financial Statements

Set of Accounts

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

	Audited Accounts	5/05/2016 2:34 p.m.	Microsoft Word D...	12 KB
	BA Invoice for 12.02 purchase of new sho...	5/05/2016 3:06 p.m.	Microsoft Word D...	12 KB
	Certificate of Incorporation	5/05/2016 2:52 p.m.	Microsoft Word D...	12 KB
	Competitive Quote	5/05/2016 2:09 p.m.	Microsoft Word D...	12 KB
	Contract Agreement 01	17/08/2016 4:29 p.m.	Microsoft Word D...	0 KB
	Contractors Invoice	5/05/2016 2:50 p.m.	Microsoft Word D...	12 KB
	Cover Letter	10/08/2018 4:22 p.m.	Microsoft Word D...	12 KB
	Deposit Slip (2)	5/05/2016 2:59 p.m.	Microsoft Word D...	12 KB
	Deposit Slip (3)	5/05/2016 2:54 p.m.	Microsoft Word D...	12 KB
	Deposit Slip	17/08/2016 4:30 p.m.	Microsoft Word D...	0 KB
	Engagement 01	17/08/2016 4:45 p.m.	Microsoft Word D...	0 KB

File name:  All Files

NOTE: THIS STEP CARRIES ON TO THE NEXT PAGE



# Starting an Application – Step by Step

## Organisation's Bank Deposit Slip - Please name the upload Deposit Slip

Deposit Slip

Documents
Deposit Slip (3).docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

[Need help with the Letter of Affiliation?](#) ⓘ

## Proof of Affiliation - Please name the upload Affiliation Letter.

Letter of Affiliation

Documents
Letter of Affiliation.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

[Need help with the Principals Letter?](#) ⓘ

## A signed endorsement letter from the Principal on School letterhead - Only required if you are a School. Please name the upload Letter from the Principal

Letter from the principal

Documents
Letter From the principal.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

[Need help with the Proof of Event Details](#) ⓘ

## Proof of Event/Names and roles of people travelling - If your application is for hosting or attending an event. Please name the upload Proof of event.

Proof of Event

Documents
Proof of event.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

[Need help with the List of Travellers](#) ⓘ

## List of Travellers - If your application is for travel costs to attend an event. Please name the upload List of Travellers.

List of Travellers

Documents
List of Travellers..docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

[Need help with the List of Travellers](#) ⓘ

## List of Travellers - If your application is for travel costs to attend an event. Please name the upload List of Travellers.

List of Travellers

Documents
List of Travellers..docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

[Need help with the letter of commitment?](#) ⓘ

## Vehicle Letter of Commitment - If your application is for the Lease or Purchase of a Vehicle. Please name the upload Letter of Commitment.

Letter of Commitment

Documents
Letter of Commitment.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 or expenditure that you are seeking a grant for and to upload copies of signed employment contracts for any salary or wages applied for.

3

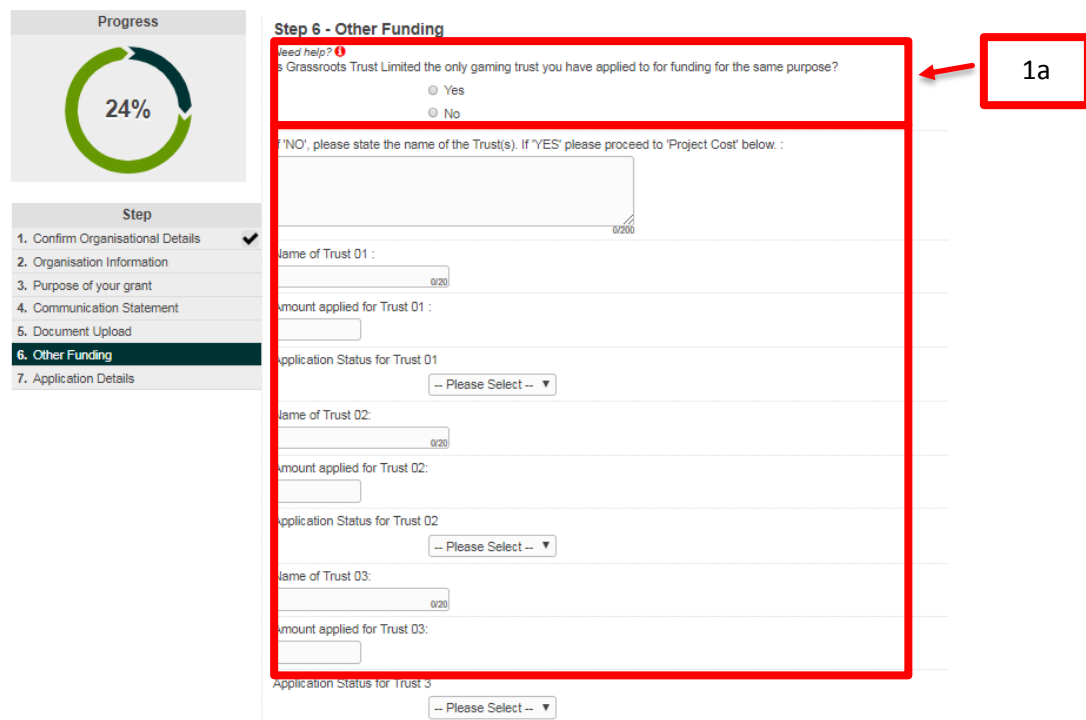
◀ Save and Previous Page

Save and Next Page ▶

4

## Step 6 – Other Funding

1. In this step you are required to fill out the following:
  - (a) Is Grassroots Trust the only Gaming Trust you have applied to, for funding for this purpose.
  - (b) If you have applied to multiple Gaming Trusts for the same purpose, please provide the name of the trust, the amount applied for and the status of your application.
  - (c) What is the total cost of the project.
  - (d) How much money has your Organisation raised outside of the application
  - (e) If your application was approved, would you have enough to complete your project. If 'NO' please enter the amount you will need to raise and when would you expect to raise the required funding.
2. If you wish to go back to the previous step without losing any of your entered data, please click on the "Save and Previous Page" button.
3. Additionally, to progress to the next step, please click the "Save and Next Page" button.



**Progress**

24%

**Step**

1. Confirm Organisational Details ✓
2. Organisation Information
3. Purpose of your grant
4. Communication Statement
5. Document Upload
- 6. Other Funding**
7. Application Details

**Step 6 - Other Funding**

[Need help?](#)

Is Grassroots Trust Limited the only gaming trust you have applied to for funding for the same purpose?

☐ Yes

☐ No

If 'NO', please state the name of the Trust(s). If 'YES' please proceed to 'Project Cost' below :

Name of Trust 01 :

Amount applied for Trust 01 :

Application Status for Trust 01

-- Please Select --

Name of Trust 02:

Amount applied for Trust 02:

Application Status for Trust 02

-- Please Select --

Name of Trust 03:

Amount applied for Trust 03:

Application Status for Trust 3

-- Please Select --

1a

## Starting an Application – Step by Step

The screenshot shows a web application form for starting an application. The form is divided into several sections, with red boxes and arrows highlighting specific steps:

- 1b**: A red box highlights the "Application Status for Trust 01" dropdown menu, which is currently set to "Pending". The dropdown menu is open, showing options: "Pending", "-- Please Select --", "Approved", "Declined", and "Pending".
- 1c**: A red box highlights the "Project Cost" section, which includes a text input field for "What is the total cost of the project? (NZD \$):" with the value "\$15,000.00".
- 1d**: A red box highlights the "Funding & Finances" section, which includes a text input field for "How much money has the Organisation raised for this project outside of this application? (NZD \$):" with the value "\$5,000.00".
- 1e**: A red box highlights the "If Grassroots Trust were to grant you the funding you are applying for, would you have enough to complete your project?" section, which includes radio buttons for "Yes" and "No".
- 2**: A red box highlights the "Save and Previous Page" button.
- 3**: A red box highlights the "Save and Next Page" button.

The form also includes sections for "Name of Trust 01", "Amount applied for Trust 01", "Name of Trust 02", "Amount applied for Trust 02", "Name of Trust 03", "Amount applied for Trust 03", and "Application Status for Trust 3".

# Starting an Application – Step by Step

## Step 7 – Application Details

1. When entering your bank details, please make sure that they match, as you will not be able to submit your application if they don't.
2. When entering the project cost, you simply have to put the cost of the entire project/activity.
3. When entering the requested amount, you simply have to put in the amount you are seeking to be granted by Grassroots Trust. In this example, the total project cost is \$10,000.00.

The screenshot shows the 'Step 7 - Application Details' form. On the left, a 'Progress' bar shows 100% completion. Below it, a 'Step' list shows steps 1 through 7, with step 7 'Application Details' highlighted. The form is divided into three main sections, each highlighted with a red box and an arrow pointing to a numbered annotation:

- Section 1 (Red Box 1):** 'The Name of your Bank and Branch'. It includes a help link, a text input for 'BNZ Parnell', another help link, a text input for 'J Jones', another help link, and a section for 'Bank account details' with masked input fields for account number and branch details.
- Section 2 (Red Box 2):** 'Requested amount'. It includes a text input for '100000' and a date input for '27 Dec 2018'.
- Section 3 (Red Box 3):** 'Evidence of Expenditure'. It contains three bullet points for different types of costs: project or activity costs, operational costs, and salary or wage contribution. Each bullet point lists specific requirements for evidence.

Annotations 1, 2, and 3 are shown in red boxes with arrows pointing to their respective sections.

NOTE: THIS STEP HAS BEEN CONTINUED ON TO THE NEXT PAGE.

## Starting an Application – Step by Step

4. in the continuation of Step 7 you are required to upload the following, dependent on what your application is seeking funding for:
  - (a) If your application is for the purchase of goods and services, then please upload a preferred and competitive quote. If you do not have a competitive quote, you must upload a **“Letter of Explanation”** providing your reasoning.
  - (b) If your application is for salary or wages, you must upload a signed employment contract and position description.
  - (c) If your application happens to include both the purchase of goods and services and salary or wage contributions, then simply complete task A and B, and C if applicable.

### Uploads

<b>Preferred Quote(s)</b> - Please name the upload Preferred Quote 1, 2, 3 etc.	
Preferred Quote(s)	
Documents	
Preferred Quote.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	
<b>Competitive Quote(s) or Letter of Explanation</b> - Please name the upload Competitive Quote 1, 2, 3 etc. or Letter of Explanation.	
Competitive Quote 1, 2, 3 etc. or Letter of Explanation.	
Documents	
Competitive Quote.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	
<b>Invoice(s)</b> - Please name the upload Invoice - (Supplier name)	
Invoice - (Supplier name)	
Documents	
Invoices.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	
<b>Employment Contract(s)</b> - Please name the upload Employment Contract 1, 2, 3 etc.	
Employment Contract 1, 2, 3 etc.	
Documents	
Employment Contract.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	
<b>Position Description(s)</b> - Please name the upload Position Description 1, 2, 3 etc.	
Position Description 1, 2, 3 etc.	
Documents	
Position Description.docx <a href="#">Remove</a>	
<a href="#">Choose file...</a>	

a.

b.

NOTE: THIS CONTINUED ON TO THE NEXT PAGE

## Starting an Application – Step by Step

5. For whichever box you select, the respective grids will appear:
  - (a) If you select Project/Activity costs, then “grid 5a” will appear.
  - (b) If you select “Salary/Wages”, then “grid 5b” will appear
  - (c) Note if you select both, then both will appear as shown in the example below.
6. You are required to fill out the appropriate fields in whichever grid populates for you, in order to progress. Please note, that the ability to scroll from right to left and left to right exists, so you are able to see all of the fields in each grid.
7. Where it says “Please enter the total amount of funding that this application is for...” you are required to put it in the total amount requested. Please note, that this must match the figures appearing underneath the grids.
8. You are required to confirm that no funds being sought have already been spent by you. By this, it means, you are not trying to receive funding for items/services/salaries that have already been purchased/paid. Failing to confirm this will halt the progress of your application.
9. If your application is for the funding of ‘uniforms and/or equipment’, please notify us by clicking ‘yes’ or ‘no’, as to whether they will remain in your possession. If this question is not applicable, please select ‘Not applicable’.

Please enter quotes for the items required:

Preferred Supplier	Item	Preferred Quote (\$)	Preferred Quote File	Competitive Supplier	Competitive Quote (\$)	Comments
Jim's Caryard	Toyota Corolla x 2	28000.00	Preferred quote. .do	Sally's Motors	31500.00	Comments

**Total Requested: \$28,000.00**

Salaries required with quotes:

Employee Name and Position	Salary Timeframe	Salary Amount (\$)	Salary File	Requested Amount (\$)
Ben Smith Sales Manager	12 months	72000.00	Employment Contrn	72000.00

**Total Requested: \$72,000.00**

Please enter the total amount of funding that this application is for to confirm the values you have entered in the above grids. (NZD \$):

**Need help with retrospective funding?**

Please confirm that no funds being applied for, will be spent prior to funding being considered by the Grassroots Trust Limited Board.

☒ Yes

☐ No

If you are applying for uniforms and/or equipment, please confirm that these items will remain the property of your Organisation

☒ Yes

☐ No

☐ Not Applicable

5a

6

5b

6

7

8

9



# Starting an Application – Step by Step

---

You may also upload additional information that you feel will assist us when considering your funding request under Supporting Documents. This is not mandatory.

10. You must complete the Authorised Person's uploads in order to submit your application. Please provide a New Zealand drivers licence or Passport of two authorised personal within your organisation. Please then enter their full names and their positions within your organisation, in the appropriate fields.
11. To be able to submit the application, please certify that the information provided in this application is correct to the best of your knowledge, that you have the authority to make this application on behalf of the organisation and that you consent to audit and Privacy Act declarations. To be able to do so click the box as shown below.
12. If you wish to go back to the previous step without losing any of your entered data, please click on the "Save and Previous Page" button.
13. If you wish to submit your application, please click on the Submit Application button, present at the bottom of the image.

## Supporting Documents

Please attach any supporting documents here. An example would be 'Executive Committee Document'.

Supporting Document

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

---

## Declaration and Consent to Audit

We (the undersigned) declare that:

1. The information provided in this application form is true and correct to the best of our knowledge.
2. We have the authority to make this application on behalf of the applicant (if the applicant is not a natural person).
3. This application has not been completed by a person who has any management or ownership interest in a Grassroots Trust Limited venue that hosts gaming machines ("a gaming machine venue key person").
4. When any grant money is obtained, the persons who decide how that money is spent, will not be Grassroots Trust Limited gaming machine venue key persons.
5. When any grant money is obtained, a check will be undertaken and no payment will be made from grant money to any Grassroots Trust Limited gaming machine venue key person for any goods or services.


**All of the information presented in this application - relating to the organisation I represent and to the specific proposal/project for which grant funds are requested is true.**

This application includes complete information relating to other sources of funding that my organisation has received, been pledged, applied for, or intends for future application, for this and other organisational projects. All prices and quotes included in this application represent the actual costs that will be incurred by my organisation.

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 Grassroots Trust Limited if so requested. In the event of payment default, any legal or collection agent costs will be the responsibility of the Applicant

**NOTE: Screenshot continues to the next page...**

## Starting an Application – Step by Step

Need help with your authorised persons? 

**Authorised Persons Proof of Identity:** NZ Drivers Licence (front and back) or NZ Passport of two Executive Committee / Board members, or verified delegates on behalf of the Executive Committee / Board who have authority to approve this application. Please name the upload ID [Full Name of Person].

Proof of Identity for Authorised Person 1

Documents
Proof of Identity.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

Proof of Identity for Authorised Person 2

Documents
Proof of Identity 2.docx <a href="#">Remove</a>
<a href="#">Choose file...</a>

Full Name of Authorised Person 1:

Thomas James 3/10

Position of person 1:

Manager 1/10

Full Name of Authorised Person 2:

Robert John 3/10

Position of person 2:

CEO 1/10

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

The personal information above is collected, and will be held by the Grants Organisation 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.

☒ 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.

Enter your name in the text box:

Thomas James | 2/10

12

◀ Save and Previous Page

Submit Application ▶

13

10

11

# Starting an Application – Step by Step

---

## Application Submitted Email

---

Once you have completed your application and, clicked on **“Submit Application”**, an email notification will be sent to you.

This email contains two links:

1. Download your submitted application form.
2. Application Dashboard link.

Grant Application: GR11138

Thank you for submitting your grant application to Grassroots Trust.

Should we require additional information, we will make contact with you via the email address you have provided.

You can download your submitted application at the below link:

<https://grassrootstrust.baanalyser.com/application/pdfs/fab087a7-b4fe-4ad6-a833-43dec37b24bf>

To view the progress or details of your application, you may do so through your Applicant Dashboard by following the below link:

<https://grassrootstrust.baanalyser.com/applicant-org/login>

If you have not logged into your dashboard before, please follow the below steps:

1. Follow the link to your Applicant Dashboard above
2. Click on “Login” at the top left hand side of the page
3. Enter your email address and click forgot password
4. Follow the instructions you receive from there

If at any stage you have any queries or you require assistance, please feel free to contact a member of our Grants Team on 0800 957 960 or [info@grassrootstrust.co.nz](mailto:info@grassrootstrust.co.nz).

Thank you again for your application.

Kind regards

Grants Administration Team  
On Behalf of Grassroots Trust Ltd

---

## Re-Accessing your Current Incomplete Application

---

1. If you need to re-enter your grant you can do so by clicking on the link that has been sent to you in your “Get Started Email”.

Grant Application: GR11138

Thank you for starting an application with Grassroots Trust.

You may re-enter your application at any time by following the below return link:

<https://grassrootstrust.baanalyser.com/return/fab087a7-b4fe-4ad6-a833-43dec37b24bf>

Please note that all applications must be submitted using **Google Chrome**. You can download this browser [here](#).

If you have any issues or queries logging in or completing your application please refer to the FAQ section at the top of the application. You will also find a 'How to Apply' guide [here](#).

If your query is not answered within these documents please feel free to contact a member of our Grants Team on 0800 957 960 or [info@grassrootstrust.co.nz](mailto:info@grassrootstrust.co.nz).

Kind regards

Grants Administration Team  
On Behalf of Grassroots Trust Ltd