



TOP OF THE SOUTH COMMUNITY FOUNDATION

2026 ANNUAL GRANT ROUND

APPLICATION QUESTIONS

Note

Specific criteria for each grant round are in a separate Grant Criteria document – this document applies to all grants to help you understand how to fill in the form.

Application Portal

When you first use our Grant Application Portal you will need to register as a user by clicking on “not a member”, entering your name and email details, then following the prompts.

- Register for the Portal, then once logged in,
- Click on **“Apply for Funding”**
- Then click on “FY27 Grant Round” or “Tindall Foundation Application 2026”
- Then click “Apply”
- Then click “Next”

Complete the following questions: (* mandatory)

Please note you cannot save the form and come back to it, so we recommend preparing the answers prior to starting your application online in the Portal.

Section A – Contact Details

- *Organisation name
- Phone number
- Website

Section B – Organisation Details

- *Your geographic area (*for the project*)
- *Legal Status (*Registered Charity/ Incorporated Society/School/Other*)



- *CC Number - enter your Registered Charity number (enter 000 if n/a)
- *GST Registration
- *GST Number
- LinkedIn Details and Social Media Handles
- *Main purpose of your organisation (Maximum 255 characters)

Section C – Grant Details

- *Fund that you are applying to
- *Name of initiative (Please make this short, maximum of 5 words)
- *Details of initiative / Purpose of grant: (Please explain what the grant will be used for - Please try to limit answer to around 150 words)
- *Details of who will benefit ((Number directly and indirectly) and how they will benefit: (max 150 words). If your project does not directly impact people, you may describe the environmental or ecological benefits instead)
- *Planned outcomes/goals of initiative: (Please try to limit your answer to 150 words)
- Date and duration of initiative (if applicable)
- *Total cost of project (excluding GST if your organisation is GST Registered):
- Other sources of funding: (please specify amount & source, if applicable)
- *Funding amount requested (excluding GST if your organisation is GST Registered):
- If applying for the GSG Wilson fund, would you like to be considered for multi-year (2 years) funding? Please answer Yes or No, if Yes please add a brief reason for consideration

Section D – Additional Information

Terms and Conditions of the Top of the South Community Foundation (TSCF) Grants:

1. *Applicants must upload proof of the nominated bank account as part of the application.*
2. *An Accountability report must be submitted within 12 months of receiving the grant.*
3. *Consent to Use Materials - if your application is successful, by submitting your accountability report including any photos, quotes or impact stories, you grant the TSCF permission to use these materials in our communications. This includes (but is not limited to) websites, social media, e-newsletters and printed publications, for the purpose of promoting TSCF's work and showcasing the impact of funded initiatives/projects.*
4. *All grant funds must be used within the region for which the application is approved*
5. *TSCF reserves the right to request further information or clarification at any stage of the application or funding process*
6. *The applicant agrees to notify TSCF promptly of any significant change to the project, initiative, organisation or ability to deliver the initiative/project as approved*

Submission of this application declares that:



- *I have the authority to make this request and to accept these Terms and Conditions on behalf of my organisation*
 - *I understand and accept the terms and conditions set out above.*
 - *All the information provided for this request is true and correct to the best of my knowledge.*
 - *Our organisation is fully compliant with all applicable legislation*
 - *Our organisation has effective financial controls in place (e.g. two signatories on a bank account)*
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- Please tick to confirm you are authorised by your organisation to apply for the initiative described in the application form, and that the information is provided is true and correct.
 - Please tick if you would like to be added to our mailing list.
 - Then click Next.

Please then upload:

- Proof of bank account details
- Budget - We recommend a budget for your initiative (an example can be found on our website under resources: www.topsouthfoundation.org.nz/faqs/resources/)
- Any other information - you may add up to 2 short additional documents – please do not send us any extra documents.

Submitting your application

Then click 'Submit Application'. Once submitted, on the main page of the application portal, you should then be able to look under "My Applications" and see your application with the status "Submitted".

**If you need help with your application, please email
info@topsouthfoundation.org.nz.**

Thank you for the valuable work you do in our community.

We wish you all the best with your application.