



Making an application

Step 1 – complete the online application form

Step 2: Email supporting documents. You will be sent these instructions once you've submitted your application:

Please select the address below to email supporting documents for your application. Please attach the following items to the email:

Charities, Associations and other organisations:

- Registered Charities - evidence of charitable registration
- All other organisations - copies of rules, governance procedures and names of officer holders
- All organisations - a copy of your latest financial statements⁶

All applicants:

- A detailed budget that includes total projected income (including registrations/koha and other funding) and expenditure
- Two quotes for supply of goods and services, where appropriate. Please provide a full explanation if you are only supplying one quote.

If you have any problems with the form, or emailing the supporting documents, please contact info@keteora.nz