



Before You Start – Are You Eligible?

Tick the boxes that apply:

- ☐ We are a not-for-profit, charitable, or voluntary organisation
- ☐ We operate in, or provide services to, the Central Otago and Lakes District Areas
- ☐ We are a legal entity (e.g. incorporated society, charitable trust)
- ☐ We have no outstanding debts or unreported grants with MCCT
- ☐ We can complete the funded activity between 1 July – 30 June
- ☐ We can demonstrate sound financial and governance practices
- ☐ We have read and understood the MCCT Grant Guidelines

1 Organisation & Contact Details

Full legal name:

Physical address:

Main phone:

Email:

Website/social media:

Key contact name:

Position/role:

Mobile:

Website/social media:

Conflict of Interest: Do you have any relationship with MCCT Trustees or administrators?

No

Yes

If yes, please explain:

2 About Your Organisation

Brief description (max 150 words):

Legal structure:	Charitable Trust	Incorporated Society	Other (specify):	
Years active:	Less than 1 year	1-5 years	More than 5 years	
Total annual income (last financial year):	<\$10,000	\$10,000-\$30,000	\$31,000-\$50,000	\$51,000-\$100,000
				Over \$100,000
NZBN or Charities Registration Number:				

3 Areas of Focus & Beneficiaries

Primary focus areas (select up to 5):

- | | |
|---------------------|----------------------------|
| Arts & Culture | Environment Sustainability |
| Social Support | Education & Training |
| Youth Development | Other: |
| Sports & Recreation | |
| Health & Wellbeing | |

Key beneficiaries (select up to 5):

- | | |
|-------------------|--------------------------|
| Children | Seniors |
| Maori | People with disabilities |
| Families | Other: |
| General Community | |
| Youth | |

Locations served (select all that apply):

- | | |
|------------|-----------|
| Queenstown | Roxburgh |
| Glenorchy | Arrowtown |
| Clyde | Cromwell |
| Wanaka | Alexandra |
| Hawea | Ranfurly |
| Makarora | Other: |



4 Funding Request

Type of funding requested:	Operation	Project	Both
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Application title:

Other operational funders:

Funding requested:	\$10,000-\$30,000	\$31,000-\$50,000	\$51,000-\$100,000	Over \$100,000
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Project funding (if applicable): Start date: _____ End date: _____

Detailed project description (vision, timing, community need/support - max 500 words):

Items MCCT funding will cover:

Item:	Amount (ex GST):
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Item:	Amount (ex GST):
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[illegible]

Item:	Amount (ex GST):
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[illegible]

5 Outcomes & Community Benefit

List up to 3 key outcomes and how you'll measure them using SMART metrics:

- **Specific:** What is the specific goal?
- **Measurable:** How will you track progress?
- **Achievable:** How is the goal challenging, but not impossible?
- **Relevant:** Does the goal align with MCCT values?
- **Time:** What's the deadline given to achieve the goal?

Outcome 1:

Outcome 2:

Outcome 3:

Estimated reach:

The number of people directly benefiting:

6 Other Funding

Please provide details of any other funding you are applying for or have received from other organisations.
Further details can be added as a separate attachment.

Funder:	Amount:	Date Approved:
Funder:	Amount:	Date Approved:
Funder:	Amount:	Date Approved:
Funder:	Amount:	Date Approved:
Funder:	Amount:	Date Approved:

7 Required Attachments

Mandatory:

- Latest annual financial report
- Project budget (if project funding)

Optional but encouraged:

- Annual or impact report
- Strategic/business plan
- Letters of support
- Evidence of past success (photos, testimonials, reports)

8 Certification & Submission

I confirm the information provided is true and correct and agree to comply with MCCT grant terms and conditions.

Name: Position:

Phone: Date:

Email:

9 Additional Comments & Feedback

Additional comments (max 200 words):

9 Additional Comments & Feedback (continued)

How easy was this form?

Very easy

Easy

Neutral

Difficult

Very difficult

Time taken to complete (minutes):

Suggestions:

Submit Application

When you're ready...

Email your completed form, along with the required attachments listed in Section 7, to:



Guidelines 2025/26

1 About the Fund

The Mactodd Community Charitable Trust (MCCT) provides grants to support significant projects that create lasting benefits for communities in the Central Otago and Lakes District areas. We focus on initiatives that make a meaningful difference, have wide community reach, and leave a positive legacy.

2 Who Can Apply

You can apply if your organisation is:

- A not-for-profit, charitable, or voluntary community organisation, AND
- Based in, or delivering the project in, the Central Otago and Lakes District areas, AND
- Able to show strong community support for your project.

We do not provide grants to individuals or commercial businesses.

3 What We Fund

We prioritise larger, one-off or strategic projects that provide long-term benefit.

Examples include:

- Construction, refurbishment, or major improvements to community facilities.
- Purchase of significant equipment that will benefit the community for years to come.
- Large-scale community events or festivals with broad participation.
- Environmental or cultural projects with lasting outcomes.
- Strategic initiatives that address identified community needs.

We do not provide grants to individuals or commercial businesses.

4 What We Don't Fund

- Regular operational expenses such as staff wages, rent, and utilities.
- Ongoing programme costs or small one-off activities.
- Retrospective costs (anything already paid for).
- Projects outside the Central Otago and Lakes District areas.
- Commercial or profit-making ventures.
- Core education or health services already funded by other agencies.

5 How Much You Can Apply For

The amount available for each grant will depend on the size and impact of the project, as well as available funding. We may fund all or part of your request. The amount of funding requested falls into 4 brackets; \$10,000-\$30,000 / \$31,000-\$50,000 / \$51,000-\$100,000 / Over \$100,000.

6 How to Apply

1. **Read these guidelines carefully to check you are eligible.**
2. **Complete the MCCT Grant Application Form** (available in Word or fillable PDF format).
3. **Provide all supporting documents requested, such as:**
 - Project budget.
 - Quotes for major expenses.
 - Letters of support or evidence of community need.
4. **Submit your completed application by the closing date: 31 December.**

7 How We Assess Applications

Your application will be considered by the MCCT Trustees, who will look at:

- The scale and significance of your project.
- The potential long-term benefits to the community.
- The level of community involvement or support.
- How realistic and achievable your budget and project plan are.
- Whether your project fits our funding priorities.

8 If You're Successful

Your application will be considered by the MCCT Trustees, who will look at:

- The amount granted.
- Any conditions attached to the funding.
- Reporting requirements.

Funds are normally paid once all conditions are met and your project is ready to start.

9 Reporting Back

We require a short written report and photos (if possible) once your project is complete.

This should include:

- What was achieved.
- How the grant was spent.
- The benefits for the community.

10 If You're Not Successful

We'll let you know the outcome as soon as possible.

You are welcome to ask for feedback and may apply again in future funding rounds.

11 Key Dates

- **Applications open: 1 October.**
- **Applications close: 31 December.**
- **Funding decisions announced: February.**

12 Contact Us

If you have questions about your application, please contact:

Email: mcct@mactodd.co.nz