



## DUNEDIN CASINO CHARITABLE TRUST REQUEST FOR PROPOSAL GUIDELINES

The objective of the Dunedin Casinos Charitable Trust is to assist charitable organisations in:

- the relief of poverty
  - the advancement of education
  - the advancement of religion
  - the advancement of sport for the benefit of the wider community
- or any other purpose beneficial to the community.

As a general rule, the Dunedin Casinos Charitable Trust is unable to make grants to individuals, for travel purposes, or salaries and general administration expenses.

### **Request for Proposal**

The purpose of this document is to provide the Trustees with sufficient details in respect of your project to determine whether your organisation will be invited to complete an application for funding. The closing date for proposals is **Friday 27 October 2017 at 5.00pm.**

### **Information required**

The following information is required as part of your proposal:

- 1) A description of the project you are seeking a donation towards
- 2) Who will benefit and what difference the project aims to make in the community
- 3) A breakdown of costs and the amount of funding you are requesting from the Trust
- 4) Any supporting documents that demonstrates a need for the project

### **Funding Process**

- 1) Applications will be made on a specific application form.
- 2) Application forms will be provided if your organisation is invited to apply for funding.
- 3) The closing date for applications will be printed on the application form.
- 4) As part of the assessment process, further information may be sought and a possible site visit made by Trustees.
- 5) You will be requested to complete an accountability form after receiving a donation.

If you require any further details in regards to these guidelines or your RFP information this can be obtained from our website [www.ph.co.nz](http://www.ph.co.nz), emailing [faye.somerville@ph.co.nz](mailto:faye.somerville@ph.co.nz) or by calling Faye Somerville at Polson Higgs (03) 474 9714.