



## **HUTT MINOH HOUSE FRIENDSHIP TRUST**

### **JAPANESE EDUCATION AND CULTURE GRANT SCHEME**

#### **SCHEME GUIDELINES**

Hutt Minoh House Friendship Trust (the Trust) was established for the following charitable purpose:

*To develop and sponsor Japanese education and cultural awareness, and to support community programmes that benefit and contribute to the relationships between the people of the Greater Wellington region and their Japanese sister cities, Minoh City, Nishio City and Sakai City.*

The Trust's Japanese Education and Culture Grant Scheme operate in support of community groups engaged in not for profit projects that promote the aims of the Trust.

Hutt Minoh Friendship House (HMFH) awards grants to projects that contribute to the promotion of Japanese Culture. By aiding the implementation of these projects, HMFH aims to commemorate the contribution made by Minoh City Office to develop the house and make the grant scheme possible.

Please read this information carefully before submitting your application to ensure all the required documents and information are included.

It should be noted that HMFH may reject an application if any of the required information is omitted. It should also be understood that each project conducted with the aid of a HMFH grant is subject to evaluation upon its completion to determine how effectively and appropriately the project has been carried out and whether it has promoted the culture of Japan.

The Scheme is administered by:  
The Secretary  
Hutt Minoh House Friendship Trust  
C/- Hutt City Council  
Private Bag 31 912  
Lower Hutt

If you have any queries regarding the Scheme, please contact David Hancock  
Tel. +64 4 570 3373  
david.hancock@huttcity.govt.nz

## **1. Projects qualifying for the HMFH grant scheme**

Projects considered appropriate for commemorating the contribution made by the Minoh City Office and for the promotion of Japanese culture include:

- i. Projects contributing to Japanese cultural exchange and the influence of international goodwill

To qualify for a HMFH grant all of the following conditions must be satisfied:

- a. The project can contribute to the promotion of Japanese culture
- b. The project cannot be accomplished without a HMFH grant
- c. The project is conducted in a well planned, appropriate manner and for which grant money is expected to create positive effects
- d. The project will not benefit a limited number of individuals
- e. The project is somewhat associated with Japan
- f. The project implementer is not an individual
- g. The project's implementing organisation is not regarded as an investor in any third party project
- h. The project's implementing organisation will not donate the properties obtained through the HMFH grant to any third party
- i. The project will benefit more than a limited part of the region if it is aimed at sister city exchange
- j. The project is not for research purposes
- k. The project is not for political activities
- l. The project's purpose is not to establish a fund
- m. The project application is not retrospective

## **2. Organisations eligible for the HMFH grant**

Eligibility for application is granted to organisations carrying out projects contributing to public interest and the promotion of Japanese culture.

NOTE:

Individuals can not apply for HMFH grants.

- 3. Acknowledgement of HMFH funding** must be indicated in any websites, posters, programs, signboards and the like that the project has been carried out with funding from Hutt Minoh Friendship House Trust.

## **4. Coverage of the HMFH grant**

### **a. Project expenses to be covered by a HMFH grant**

The HMFH grant will cover expenses that fall under the following categories:

- i. Expenses necessary for the implementation of projects, excluding ordinary expenses such as personnel expenses
- ii. Expenses not covered by any of the following organisations
  - a. Japanese Government
  - b. New Zealand Government
  - c. Other organisations similar in nature to a. and b. above

### **b. Expense items to be covered by a HMFH grant**

#### **Travel Expenses**

- i. Travel for a Japanese person to travel to the Wellington region
- ii. Travel for a New Zealand person to travel to Japan

#### **Travel Expenses not covered**

- i. Travel expenses for travel between countries other than New Zealand and Japan
- ii. Travel expenses for accompanying persons

- iii. Taxi fares
- iv. Public transport fares
- v. Pre or post event travel for any other purpose than returning home
- vi. Accommodation expenses
- vii. Food or beverage
- viii. Telephone, facsimile, internet or any other communications

**Venue Hire**

- i. Venue hire for the event

**Venue Hire Expenses not covered**

- i. Venue hire for pre or post main event for the purpose of a social gathering

**Equipment Purchase**

- i. Equipment which contributes to the purpose of the project and will be maintained by the applying organisation (not individuals or third parties) after the project is over

**Equipment Purchase Expenses not covered**

- i. Cost of equipment for the purpose of handling administration
- ii. Cost of equipment owned individually
- iii. Cost of equipment owned or maintained by a third party
- iv. Transport costs for moving equipment to or from a venue

**Printing Expenses**

- i. Printing and distribution of material that carries an acknowledgement of Hutt Minoh Friendship House funding is covered. Printed material includes but is not limited to advertising the event with newspaper, flier, program and website. A copy of artwork is to be included with the application.

**Printing Expenses not covered**

- i. Expenses for printing and distribution of material that does not carry an acknowledgement of Hutt Minoh Friendship House
- ii. Translation and interpreter fees

**5. Upper Limits of the Hutt Minoh Friendship House Grant Fund**

The amount for a grant is limited to \$2,000 and must account for less than one third of the total project expenses. This means that the applicant is responsible for at least two thirds of the total project expenses excluding other grants.

a. Travel for an individual	\$600
b. Travel for a group	\$1,800
c. Venue Hire	\$500
d. Performance or exhibition	\$2,000
e. Equipment purchase	\$800
f. Media production or publication	\$1,000
g. Construction or enhancement of a facility	\$2,000

**NOTE:**

If a project encompasses two or more of the above then the category with the greatest limit will apply.

**6. Payment of Grant**

It is at the discretion of the Hutt Minoh Friendship House Trust Board as to whether the grant money will be paid in advance to an account or paid on invoice to a supplier or paid after a report is delivered on the result of the project.

**7. Post Project Evaluation**

A report from the organisation and/or the participants in the project is required providing images and outcomes from the project. This report is due 20 working days after the completion of the project.

**8. Other Conditions**

The Board may place any conditions on the applicant as it sees fit.



## HUTT MINOH HOUSE FRIENDSHIP TRUST

### JAPANESE EDUCATION AND CULTURE GRANT SCHEME

#### APPLICATION FORM

##### 1.0 APPLYING ORGANISATION DETAILS

1.1 Organisation Name: \_\_\_\_\_

1.2 Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.3 Website: \_\_\_\_\_

1.4 Contact persons: (please provide **two** contact names)

a. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ (evening) \_\_\_\_\_  
Email: \_\_\_\_\_

b. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ (evening) \_\_\_\_\_  
Email: \_\_\_\_\_

##### 1.5 ORGANISATION PURPOSE

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\_\_\_\_\_  
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\_\_\_\_\_

1.6 ORGANISATION HISTORY

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1.7 ORGANISATION PAST ACHIEVEMENTS

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**2.0 PROJECT DETAILS**

2.1 Title of project: \_\_\_\_\_

2.2 Description of project:

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2.3 Dates of project: from: \_\_\_\_\_ to: \_\_\_\_\_

Location/Venue and Schedule of Project:

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### 3.0 FINANCIAL INFORMATION

3.1 Please give a complete breakdown of the cost of the project, providing details on a separate sheet if necessary or attach your organisation's budget. Please attach quotes for all expenses. *Please round costs to the nearest dollar.*

<b>Costs</b> <i>Please list all costs.</i>	<b>\$</b>	<b>Income</b> <i>How will your group contribute financially to the event?</i>	<b>\$</b>
Facility hire		Sponsorship	
Promotion		Entry fees	
Administration		Fundraising	
Transport and Travel		Cash savings	
Equipment hire		Grants (successful or proposed)	
Other		Other	
<b>Total cost of the project</b>		<b>Total income for the project</b>	

*Please note that Hutt Minoh House Friendship Trust is not registered for GST.*

3.2 **Amount requested from this Fund:** \_\_\_\_\_

3.3 If you have applied to any other organisation for funding of the project, please list the organisation/s, the amount you are applying for and when you expect to know the result of your application.

<b>Organisation</b>	<b>\$ Requested</b>	<b>Result date</b>
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		/ /
		/ /

### 4.0 DECLARATION

For and on behalf of our group:

- I hereby declare that the information supplied here on behalf of my organisation is correct.
- I consent to *Hutt Minoh Friendship House Trust* retaining and using these details.
- I undertake that I have obtained the consent of the other contact person to provide these details.
- I agree to report fully to the Trust following the event as required, including a statement that the funds received were utilised for the purpose stated

Name: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please forward your completed application to:*

**The Secretary  
Hutt Minoh House Friendship Trust  
C/- Hutt City Council  
Private Bag 31 912  
Lower Hutt**

# EXPENSE ALLOCATION TABLE

Expenses Applicable to HMFH Grant	Amounts from Expenses Budget
1	
2	
3	
4	
<b>Subtotal</b>	

Expenses Not Applicable to HMFH Grant	Amounts from Expenses Budget		Income from all sources	Amounts from Income Budget
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
<b>Subtotal</b>				
<b>TOTAL</b>				



