



Queenstown Airport Community Fund

The Queenstown Airport Community Fund reflects Queenstown Airport's ongoing commitment to supporting the local community and aligns with its broader sustainability objectives.

Through this initiative, Queenstown Airport aims to create meaningful and lasting impact by empowering grassroots organisations that contribute to the well-being of the region's people and environment.

This fund is worth \$50,000 annually and is available for organisations doing great work to support our communities. Grants will range between \$1000 and \$5000. Not-for-profits operating in the Queenstown Lakes and Central Otago districts are eligible to apply to the fund.

The Fund is administered on behalf of Queenstown Airport by the Wakatipu Community Foundation.

Please refer to our website and FAQ's for more details about the fund including purpose, eligibility and exclusions.

This application summarises your project and provides information to help the Queenstown Airport Community Fund Grants Committee understand more about both your project and your organisation.

Please be aware of character-count limits for length of answers in some questions. Maximum character counts include spaces between words.

For how to find character counts [including spaces] in Microsoft Word, click [here](#).

For how to find character counts [including spaces] in Google Docs, click [here](#).

Funding, whether for operational or project related, will not be granted for any expenses incurred prior to this application.

Applications will be open from 3rd March to 7th April.

Section A: Tell us about your organisation

1. Organisation Name
2. Your Name
3. Your Role in the Organisation
4. Main Sector Covered (please choose only one)
 - Arts & Culture
 - Lifewide Learning
 - Community Wellbeing and Support
 - Community Recreation that brings people together
 - Conservation, Environment and Sustainability
 - Heritage
5. Organisation mission / aims / goals (*Limit 300 characters, including spaces*)
6. Organisation Charitable Status (*Add your NZ Charity Services number if you have one*)
7. Your Team Briefly outline your organisation's structure, including staff and volunteers.
8. How long have you been operating for

Section B: Tell us about your project or funding needs

9. Your Community: *What is the community challenge/opportunity/issue your organisation is trying to address? What impact do you expect to make?*
10. Who will benefit from your work? How many people do you expect will benefit?
11. What impact/s or change/s do you expect to make? (*Limit 1400 characters, including spaces*)
12. Your Success to Date: *Outline your organisation's recent achievements that are relevant to this application. (Limit 1200 characters, including spaces) You can upload supporting documents in section C.*
13. Collaboration: *Are there other organisations currently undertaking this work in your community? If this is a partnership or collaboration with another organisation, please describe this. (Limit 1200 characters, including spaces)*
14. How much are you applying for?
15. What will the funds be used for? *Ongoing Operations OR a New Project*
16. Operational or Project Budget: Total cost of the project OR operational budget for this financial year \$_____ (*Please enter a number*)
17. If the amount requested is part of a larger project, your plans to raise the additional funds.
18. Risk Management: *Explain any risks to the project or your ongoing viability and how you will mitigate them.*
19. Promotion: *How will the project/your organisation be promoted to reach the most people and achieve the most impact? (Limit 600 characters, including spaces)*
20. Promotion – continued: *How will the support of Queenstown Airport Community Fund be recognised in promotional activities?*

SECTION C: Supporting Documents *mandatory

21. * Your Organisation's Most Recent Year-End Financial Statements (PDF)
22. * Your Project Budget /Operational budget (***Excel or Google Sheets format***)
23. * Bank Deposit Slip (PDF)
24. * A copy of your latest minutes. (PDF)
25. Optional: Plans, Cost Estimates, and Quotes (*where relevant for larger projects*)
26. Optional: Please upload any documents showing community support for your organisation and/or project, and any success to date. (PDF's)