

# COMMUNITY GRANTS APPLICATION FORM

Application No. \_\_\_\_\_  
(office use only)

**The major funding round for the Community Grants Scheme is held in April of each year. Applications received outside of this period are subject to funding availability**

All sections must be completed and supporting material attached to the back of the form (see section 8. Checklist).

More information can be found on our website [www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz) or by contacting the Economic Development Officer ph: 07 306 9009

Completed applications should be addressed to:

Economic Development Officer  
Kawerau District Council  
Private Bag 1004  
Kawerau 3169

## 1

### CONTACT DETAILS

1.1

Name of your organisation:

Phone:

Fax:

Email:

Website:

Postal address for correspondence:

1.2

Name of principal contact:

Position held in group:

Phone (day):

Fax:

Mobile:

Email:

1.3

Name of secondary contact:

Position held in group:

Phone (day):

Fax:

Mobile:

Email:

## 2

## ABOUT YOUR ORGANISATION

2.1

Which of the following describes your organisation?

Incorporated society: Yes/No

Trust: Yes/No

Other (please specify): \_\_\_\_\_

*Please provide a copy of your Certificate of Incorporation*

2.2

How long has your organisation been operating?

2.3

What are your group's main objectives and activities?

2.4

How many paid staff in your organisation?

How many volunteers in your organisation?

How many people does your group work with in a typical week? (*i.e. the total number including clients, members, participants*)

2.5

Is your group GST registered?

Yes/No

If Yes, please record your GST No:

2.6

Please record your Bank Account No\*:

*\* Please attach a bank generated deposit slip to the back of this application form.*

**3****ABOUT YOUR FUNDING REQUEST**

3.1 Please provide a title for the project, service or proposal for which you are seeking funding (approx 8 words):

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3.2 Total cost of the project, service or proposal – this should match 5.1 (a) \$

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Total cash grant amount requested – this should match 5.1 (c) \$

3.3 Give a brief description of the project, service or proposal for which you are seeking funding (*If you have a separate project plan or require more space, please list the key points here and attach a full description of your proposal to the back of this form*):

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3.4 How long does the project, service or proposal run?

Starts: \_\_\_\_\_

Finishes: \_\_\_\_\_

Ongoing: Yes/No

4.1 How will you know if your project, service or proposal is successful, and what are the benefits to the community?

4.2

What will happen to the project if:

- This funding application is unsuccessful or,
- Only a portion of the funds are received or,
- A guarantee against loss is provided rather than a grant?

Yes/No The project will proceed as outlined

Yes/No The project will be delayed  
(please specify expected length of delay): \_\_\_\_\_

Yes/No The project will be downgraded

Yes/No The project will be prevented from being carried out

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## FINANCIAL DETAILS OF YOUR PROJECT, SERVICE OR PROPOSAL

Note: All figures to include GST (If any).

5.1

Please provide a breakdown of the budget for the project, service or proposal for which you are seeking assistance:

PROJECT COSTS		PROJECT INCOME	
Description of cost*	Amount	Income source	Amount
Salaries / wages	\$	Applicant organisation's contribution	\$
Postage / telephone / administration	\$	Fundraising	\$
Advertising / promotion	\$	Donations / sponsorship	\$
Professional fees	\$	Entry fees	\$
Travel costs	\$	Value of donated material	\$
Project materials	\$	Grants (please specify):	\$
Labour cost	\$		\$
Venue / equipment hire	\$		\$
Other costs (please specify):	\$		\$
	\$		\$
	\$	Other income (please specify):	\$
	\$		\$
	\$		\$
<b>TOTAL ESTIMATED COST</b>	(a) \$	<b>TOTAL INCOME</b>	(b) \$

TOTAL FUNDING SHORT FALL (i.e. 'a' minus 'b') (c) \$

\* Please endeavour to obtain quotes wherever possible and attach copies to the back of this form

# 6

## FINANCIAL DETAILS OF YOUR ORGANISATION

**Note: All figures to include GST (If any).**

		Last financial year	This financial year (to date of application)
6.1	What was your organisation's total income (Money received)? *	\$	\$
	What was your organisation's total expenditure (Money spent)? *	\$	\$

*\* Please attach a copy of your latest audited accounts or balance sheet or, if you are a new group, a statement of estimated income and expenditure for your first year*

6.2 What funding assistance has your group/organisation received from the Council over the past 3 years:

Year	Amount received	Purpose

We the undersigned do solemnly and sincerely declare and acknowledge that:

- The details we have given in all sections of this application are true and correct to the best of our knowledge.
- We have the authority to commit our group to this application.
- All information contained in this application is subject to the Local Government Official Information and Meetings Act 1987, and therefore this information may be released upon request.
- The Council may collect from third parties any information it deems necessary about the applicant or the application.

If the application is successful, We/I agree to:

- a) Acknowledge the offer of a Grant for our project and expend this funding exclusively for the purpose for which it was applied for.
- b) Return the Accountability Form (which will be sent to me in due course by the Kawerau District Council) within two (2) months of the project's completion.
- c) Undertake to repay to the Kawerau District Council any, or all of the, Grant provided should, for any reason, the project not be undertaken as proposed or the funds approved not be required for the completion of the project. Repayment will accompany the Accountability Form.
- d) Participate in any funding audit of the project which may be conducted by the Kawerau District Council.

Name:	
Position held in group:	
Signature:	
Date:	
Name:	
Position held in group:	
Signature:	
Date:	

Please complete the following checklist to ensure you have completed the application process and attached all necessary information:

Yes/No All sections of this form have been completed

Yes/No You have attached a bank generated deposit slip verifying your bank account details (2.6)

Yes/No You have attached a separate copy of your project plan where one has been developed (3.3)

- Yes/No You have attached quotes for expenses for your project service or proposal where these have been obtained (5.1)
- Yes/No You have attached a copy of your latest audited accounts or balance sheet or, if you are a new group, a statement of estimated income and expenditure for your first year (6.1)
- Yes/No The declaration form has been signed by two members of your organisation that have the authority to do so (7)
- Yes/No You have made a copy of this application for your future reference

Please return your application to  
***The Economic Development Officer***  
***Kawerau District Council***  
***Private Bag 1004***  
***KAWERAU 3169***

***Ph: (07) 306 9009***  
***Fax: (07) 323 8072***