

Community Funding

Pūtea a Hapori

Application form 2020-21

This application form is for applying to Council for a grant or loan to support your community project, programme or service. Criteria and closing dates are at www.wdc.govt.nz/funding.

Need help?

If you need help with completing this application form, make an appointment with us to go through it with you. If you have access or language needs, please let us know in advance so we can support you.

Call 09 430 4200 or email funding@wdc.govt.nz to make an appointment with the Community Funding Officer.

Summary information

Organisation name

Amount requested \$

(including GST if relevant)

Project name

Give a relevant name to this application, e.g. ABC Programme 2020.

Which Fund you are applying to?

Choose only one (tick or highlight). Check the Funding Guide for criteria and closing dates.

Community Emergency Recovery Fund

Community Fund

Community Halls Maintenance Fund

Resident and Ratepayer Fund

Community Loan (additional documentation required – refer to Guide)

Note that the Creative Communities Scheme and the Events Development Fund have their own application forms. Do not use this form for these Funds.

Eligibility

To be eligible to apply for funding from us you will need to be an incorporated society or charitable trust and up-to-date with your register filing. Alternatively, you can apply under the umbrella of such an organisation. They will need to complete the Umbrella Guarantee at the end of this form.

To become an incorporated society or charitable trust, see

www.societies.govt.nz/cms/customer-support/faqs

*Note: **Community Loan applicants** must be a not-for-profit legal entity and cannot use an umbrella group.*

Incorporated Societies or Charities Register number

OR applying under an umbrella group

Yes, we are applying under an umbrella group.

Umbrella group to complete the guarantee at the end of this form.

The project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

The Idea

Explain what this application is for, what it is that you want to do and what you are seeking funding for.

Community Emergency Recovery Fund (CERF) recovery pathway

If applying to the CERF Fund, explain how your proposal will support the recovery of the District from the impacts of COVID-19.

The Need

Describe what need in the community you are meeting with this project.

The Impact

Describe the difference your project will make to the community.

Collaboration

Is there anyone else involved in delivering this project?

When will this take place?

Where will this take place?

Who will likely benefit from your project?

How many will directly benefit?

What else can you tell us about your project?

Alignment

Funding Priorities

The following are our priorities for funding. Tell us how your project relates to some of these.

Arts, Culture and Heritage

Supporting and celebrating the history, language, culture and art of our diverse communities.

Environment

Supporting, celebrating and protecting our flora, our fauna and our special places for all to enjoy.

Recreation and Sport

Enabling participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages

Community Wellbeing

Supporting and celebrating happy, healthy, connected communities and individuals.

Strategies and values

Whangarei District Council is committed to:

- Te Tiriti o Waitangi
- inclusion and equity of opportunity and access for all
- smoke, vape and drug free
- sustainable practices and minimising waste
- reducing the effects of climate change.

What steps are you taking to ensure your project is aligned to the above points?

In what ways is your project aligned with Council's vision and various strategies?

Project budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, you can attach your budget separately. Figures should be GST inclusive where appropriate.

What is it going to cost?

Include all your project expenses. e.g. materials, venue hire, promotion, equipment hire. You should include quotes to support your application.

	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total expenses expected	\$
How will you fund it?	
Grants and donations – confirmed	\$
Grants and donations – unconfirmed (do not include this application)	\$
Own contribution / fundraising	\$
Other income (e.g. ticket sales)	\$
	\$
	\$
	\$
Total income expected	\$
Shortfall	\$

In-kind support

Please list any in-kind support being used for this project, such as volunteers, donated materials, and equipment.

Anything else about your budget you want to tell us?

Your details

Group's postal address

Your name

Position in group

Email

(We will use this email to ask questions and advise you of the outcome.)

Phone number(s)

Disclosure of interest

Please provide details of any councillor, council staff member, or immediate family member of a councillor or staff member, that has any interest or involvement in the project or activity you are seeking funding for.

Declaration

I declare that I have authority to make this application on behalf of our organisation and that the information supplied here is true and correct.

I accept the Terms and Conditions (below).

Signature

Date

Terms and conditions

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

- provide a tax invoice to Whangarei District Council for the grant amount within two months of being advised. I understand that grant payments will only be made to a bank account in the name of the applicant group or the umbrella group as appropriate.
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the project is completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- return any monies granted should any breach of the above conditions occur
- submit a Funding Report within two months of the completion of the project
- keep all invoices and receipts accounting for the full amount of the grant or loan for 12 months and provide these if requested.

Privacy statement

As part of the grant application process the Whangarei District Council collects information, including contact details, to assist in processing applications. Information obtained as part of the grants process may be used by Council to communicate with applicants about future community funding opportunities, publicise the grants process and inform the community about successful grants.

The Privacy Act 1993 gives you rights to request access to and correction of any personal information we hold about you. Likewise, if you wish to opt out of receiving communication from Council please let us know.

Information held by Council may also be subject to the Local Government Official Information and Meetings Act 1987 and may need to be released where a formal request is received under that Act.

Submitting your application

All material provided should be via email as attachments. Please do not use file share applications like Google Docs, and do not send in physical files such as original photos, bound documents or USB drives.

Send your application to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

**Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148**

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

Supporting documentation

You should include:

- ✓ Quotes for your expenses, where possible.
- ✓ Bank deposit slip or other bank account evidence.
- ✓ Latest financial statements.

The following types of additional information can be included to support your application. Not all of them will be relevant to you.

- ✓ Letters of support from relevant organisations (no more than 3).
- ✓ Short biographies for key personnel.
- ✓ Photos.
- ✓ Plans and drawings.

Note that the Community Loans Scheme has specific documentation requirements – see the Funding Guide for information and/or discuss your application with us.

Got questions?

Email funding@wdc.govt.nz or phone 430-4200 to speak to the Community Funding Officer.

If you need help with completing this application form, make an appointment with us to go through it with you. If you have particular access or language needs, please let us know in advance so we can support you.

Umbrella group guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

A suitable umbrella group knows the applicant well and is willing to vouch for them and their project and are prepared to accept responsibility to the limit of any grant given.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds in future.

The following section is to be completed by an authorised officer of the umbrella group.

Umbrella group name

Society or trust number

Contact person

Email

Daytime phone number(s)

Provide:

- a bank deposit slip or other evidence of umbrella group's bank account details;
- your latest financial statements.

Declaration

I declare that I have authority to endorse this application and that the information supplied here is true and correct.

I confirm that our organisation has reviewed this application and accept the grant terms and conditions as shown in the application form.

I confirm that our organisation is willing to guarantee and receive any monies granted to:

Organisation and project that you're supporting

Signature

Date