



Whārangī Tono Pūtea Kōwhiri-ā-rohe

Local Discretionary Fund Application Form

District Wide

Fund Criteria

Organisations undertaking a project that has a District-wide impact can request funding from all four community boards through the completion of this application form.

Decisions on District-wide applications will be made quarterly after being discussed at the Mayor and Chairs forum (see page 5 for dates), who will recommend a final decision to be made at all four Community Board meetings the following week.

The purpose of the Local Discretionary Fund is to fund small projects within the ward that encourage groups with non-profit making or charitable aims to develop services, facilities, amenities or programmes for: recreation and sport; entertainment and amusement; culture and arts; and the general benefit of the community.

Requirements:

1. There is a strong preference that the applicant attends the Mayor and Chair’s Forum to present their application either in person or on-line. *If unable to attend this meeting, a further on-line meeting after 6 pm will be arranged if necessary for the applicant to discuss the application prior to a decision being made on the application.*
2. Successful applicants are required to provide a written/verbal report upon completion of their project.
3. Applicants must acknowledge Council’s contribution in any promotional or publicity of the project, event, etc.

The following are ineligible for funding:

- Travel costs or conference attendance
- Food, catering costs or gifts
- Rates relief
- Applications from Regional Sporting Organisations (RSOs)
- Applications from other Government departments
- Retrospective funding

Attachment Details

You **MUST** attach the following information:

- A full set of accounts/financial statements and a copy of your most recent bank statement
- Two quotes for your project costs
- Copy of meeting minutes confirming group’s approval to apply to this fund

Please make sure you have attached the following information:

- Evidence you have applied to other funding sources and the results.

If you are unable to provide any of the above, please give an explanation below (use a separate sheet if needed).

.....

Conflict of Interest

Council acknowledges that in small communities it can be hard to avoid conflicts of interest. If someone relevant to this application has a conflict of interest it must be declared, and any quote provided, or work carried out must meet all legal requirements and be of fair comparison. Council acts in good faith when allocating funding to applicants and should a conflict of interest not be declared or work undertaken that does not meet legal requirements, the Council reserves the right to revoke the applicant’s ability to receive future funding.

Is anyone involved with your project have a conflict of interest?

- Yes
- No

If yes, please provide details:

.....

Section 1 – Applicant Details

Name of group/organisation:

Email:

(Note: all correspondence relating to your application will be sent to this email address in the first instance)

Postal Address (incl. Post code)

.....

Phone (day):

Project:

Amount requested:

What is the legal status of your group? Trust Informal Community Committee
 Incorporated Society
 Other (please state)

Are you GST registered? Yes, GST Number No

How many members does your group currently have?

Contact details (please provide two contacts for your group)

	Contact One	Contact Two
Name
Position
Email
Address
Phone

What is the purpose of your group?

.....

How is your group normally funded?

.....

Section 2 – Application Support

Are you able to attend the Mayor and Chair’s forum to speak in support of your application?

Yes No

If you are unable to attend this meeting, a further on-line meeting after 6 pm will be arranged if necessary for the applicant to discuss the application prior to a decision being made on the application.

If yes, will you require the use of any electronic equipment or programmes? Please list equipment/programmes below i.e., PowerPoint.

Yes No

.....

Section 3 – Consultation

Is consultation required with Māori/local Iwi for your project?

Yes No

If so, how have you undertaken consultation and what feedback was provided?

.....

Section 4 – Financial Details

Project cost details

Applicants who are GST-registered need to provide budget figures that exclude GST. If you are not GST-registered your budget figures need to include GST.

Item	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Project Cost:	\$

Project Income Details

Project income and other sources of income e.g. Other grants (including applications to other Community Boards), donations, discounts on services, own contribution, existing funds, expected fundraising.

Income Source	Confirmed <i>(Yes/No/Awaiting Outcome)</i>	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Funds Available		\$

Funding Summary

Total Project Cost:	\$
Less/Minus Total Funds Available	\$
Difference/shortfall	\$
Amount requested from each Local Discretionary Fund	\$

Section 5 – Project Details

Provide a brief project description:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Project start date:

Project end date:

Who will benefit from the project and how?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Section 6 – Privacy Statement

The South Taranaki District Council (the Council) wishes to collect personal information from you, which includes your name and contact details. The Council is collecting your personal information to contact you and follow up with you regarding your application for funding.

Providing contact information is optional. If you choose not to provide your contact details, we are unable to follow up with you (if required), and this application form will be deemed incomplete.

The information will be archived until the fund ceases and following that, will be disposed of securely.

You have the right, under the Privacy Act 2020, to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at privacyofficer@stdc.govt.nz, or 0800 111 323.

To view the Council's Privacy Policy, please visit the website: www.southtaranaki.com.

Section 7 - Declaration

- I/we declare that we are a not-for-profit group (*A not-for-profit does not earn profits for its members. All of the money raised or donated is used in pursuing the group's objectives*)
- I/we declare that the information supplied in this application is true and correct.
- I/we undertake that that I/we have obtained the consent of all people involved to provide these details.
- I/we understand that my/our organisation name and brief details about the project may be released to the media or appear in publicity material.
- I/we understand that the South Taranaki District Council is bound by the Local Government Official Information and Meetings Act 1987.

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

- Use funding received through the Local Discretionary Fund solely for the project or purposes disclosed in our application.
- Provide a report for each year of funding no later than 30 June. Provide any receipts or invoices which may be requested by the funding administrators.
- Promote or acknowledge the support of the Community Board at every opportunity.
- Return funds to the Local Discretionary Fund for future allocations, should funding no longer be required, or is surplus or unspent from the agreed funded project.

Please provide two members signatures

Name:
Signature:
Position in group:
Date:

Closing dates 2024

Applications close on the following 2024 dates:

- Monday 29 July
- Monday 4 November

Mayor and Chairs Forum 2024:

- Monday 12 August
- Monday 18 November

Community Board meetings will be held in each Ward a week following the above meetings where a final decision will be made on your application.

Post: Community Funding Advisor
South Taranaki District Council
Private Bag 902
Hāwera, 4640

Email: funding@stdc.govt.nz

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT FOR COMPLETION
(please be aware this could delay the consideration/outcome of your application)

LATE APPLICATIONS WILL NOT BE CONSIDERED