Te Kaunihera ō Taranaki ki Te Tonga
South Taranaki District Council

Whārangi Tono Pūtea Kōwhiri-ā-rohe

Community Initiative Fund Application Form

Fund Criteria

The purpose of the Community Initiatives Fund is to directly support South Taranaki community activities, initiatives, programmes, projects, and facilities that can demonstrate a positive contribution to the social, economic, environmental, and cultural well-being of the South Taranaki community.

Funding grants will be allocated at Council's discretion.

Funding is to be complementary rather than a primary funder, priority may be given to applicants that can demonstrate that they are seeking other sources of funding.

Requests for funding of less than $6,000 per annum will not be considered.

The Council may choose to allocate less than $6,000.00 per annum at their discretion.

Organisations requesting funding for activities, initiatives, programmes, projects and facilities that are usually funded by or already provided by Central Government or their subsidiaries are ineligible for funding under the Community Initiatives Fund.

The Council may take into consideration any current or previous funding that the applicant has received from the Council when assessing a funding application.

The applicant must disclose financial information and past contributions, this may include past applications, rates rebates or leases.

The Council reserves the right to approve or revoke perpetual Community Initiative Fund grants to an organisation at its discretion.

Note: The Council provides one round of Community Initiatives Funding per year subject to budget availability.

Attachment Details

You <u>MUST</u> attach the following information:

- ☐ A full set of accounts/financial statements and a copy of your most recent bank statement.
- ☐ Quotes for your project costs if applicable
- ☐ A bank deposit slip or bank statement with your group's printed bank account details.
- ☐ Copy of meeting minutes confirming your group's approval to apply to this fund (resolution).
- ☐ Evidence you have applied to other funding sources and the results.

Please ensure that all sections of the application form are filled out with any supporting documentation attached.

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: . . . . . .

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? . . . . . .

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How is your group normally funded? . . . . . .

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Section 2 – Project Details

Provide a brief project description:

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Project start date: . . . . . **Project end date:** . . . . . .

Section 2 – Project Details

Who will benefit from the project and how?

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

☐ Yes ☐ No

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

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Section 2 – Community Wellbeing

Does your project support the community and demonstrate a positive contribution to its wellbeing?

☐ Yes ☐ No

If yes, please select the relevant sector(s) and provide a brief description.

☐ Social ☐ Economic ☐ Cultural ☐ Environmental

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Section 3 – 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	Supplier	Cost
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	Total Project Cost:	**$**

Project Income Details

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

Income Source	Confirmed *(Yes/No/Awaiting Outcome)*	Amount
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	Total Funds Available	**$**

Section 3 – Financial Details

Funding Summary

Please work out the total project cost then deduct the funds available to give the difference or shortfall for the project. The shortfall amount is what you can apply for from the Community Initiative Fund.

Total Project cost:	**$**
Less/Minus Total Funds Available	**$**
Difference/Shortfall	**$**
Amount Requested from Community Initiative Fund	**$**

Multi-year grants will only be considered on years 1 and 2 of Council's Long-Term Plan, applications received in year 3 will only be considered as a one-off grant.

☐ **Multi-year Grant** ☐ **One-off Grant**

If Council is unable to allocate the full requested amount, will your project still be able to take place?

☐ **Yes** ☐ **No**

If yes, how will you ensure that you are able to fund the remaining amount required? Please note that any allocated funds may not be released until evidence is provided that the remaining funds have been secured.

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Other financial information

Please tell us about any past contributions you have received through South Taranaki District Council in the past five years. This may include past applications, rates rebates or leases.

Date	Project title	Amount Received
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$

Section 4 – Application Support

Would you like to speak in support of your application at the Council's Application Hearing Meeting?

☐ Yes ☐ No

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

☐ Yes ☐ No . . . . . .

**Any digital material will need to be provided to Council no later than 5 working days before the Hearing.*

If you are unable to provide any of the requested information in this application, please give an explanation below. *If this information is able to be provided before the Application Hearing Meeting, please advise us of this.*

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Section 5 – Privacy Statement & Disclaimer

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 Councils Privacy Policy, please visit the website: www.southtaranaki.com.

Disclaimer

Any funding allocated as part of a successful application is not an indication that the Council will support future funding applications or hold any responsibility for any associated ongoing costs.

Section 6 - 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 Community Initiatives 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 South Taranaki District Council at every opportunity.
- Return funds to the Community Initiatives 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:	. . . . .	. . . . .

Annual application round open between 1 July – 31 July.

LATE APPLICATIONS WILL NOT BE CONSIDERED

Post: Executive Assistant Community & Infrastructure
South Taranaki District Council
Private Bag 902
Hāwera, 4640

Email: funding@stdc.govt.nz

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

Supplementary Documentation

Please limit supplementary documentation to the following:

Resolution to apply for funding
Organisational Information (2 page maximum)
Detailed Project Plan (2 page maximum)
Quotes for each item associated with funding listed in section 3
Performance Report – Financial statements only