



# Community Fund 2017-18

## Application Form and Guide

### Instructions

Please read the guide overleaf and check that you are eligible before applying. You are welcome to discuss your application with the Community Funding Officer before submitting. It is recommended that you do this well before the closing date.

Submit your application with supporting documents by 4pm on the closing date for the round that you want to enter. Applications will only be considered for one round unless resubmitted.

If your organisation is not a registered incorporated society or charitable trust, you will need to have another group 'umbrella' you. This means they will vouch for you and ensure the grant is spent appropriately. Your umbrella group will need to sign this application and complete the blue page. They will receive the payment on your behalf so will need to provide account details.

**Closing date – Round 1: 1 September 2017**

*For projects occurring between: Oct 2017 and Oct 2018.*

**Closing date – Round 2: 23 March 2018**

*For projects occurring between: Apr 2018 and Apr 2019.*

All applications will be referred to the Community Funding Committee for consideration. Council's decision is final and cannot be contested.

Email your application to: [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)

Or post to: Community Funding  
Whangarei District Council  
Private Bag 9023  
Whangarei 0148

Contact: Community Funding Officer  
Phone 09 430 4200

*Remove this page before submitting your application.*

# Guide for applicants

The Community Fund was established to assist community groups that are undertaking a project or event which is aligned to Council's Community Outcomes and that benefits the wider community or a sector of the community.

The Community Fund has two rounds per year. For the financial year from 1 July 2017 to 30 June 2018, the total funding available from the Community Fund is \$60,000.

The maximum amount that can be sought through the Community Fund is \$10,000. The average grant size over the last twelve months has been under \$3,000.

## Who can apply?

An application can be made from any not-for-profit group with legal status, or working under the umbrella of a group that meets these criteria.

Applicants:

- must not have already received a grant from Council's community funding in the current financial year (not including the Creative Communities Scheme)
- must not have a bad credit record
- must display appropriate financial management and procedures
- previous track record of funding from Council must be positive.

If you have previously received a grant from Council's community funding, you must have completed a project report for the earlier funding before any further applications from you will be considered.

## Eligibility criteria

The project/event must -

- take place within the Whangarei District
- contribute to one or more of Council's Community Outcomes
- benefit the wider community or a sector of the community
- not have started before funding is approved.

## Relevance criteria

Your project/event must meet one or more of the following relevance criteria -

- there is an identified need for this project/event
- creates opportunities for residents / communities to actively participate in or attend the project/event
- has a broad appeal to the wider community
- has a youth development focus
- attracts visitors to the District
- generates economic benefit for the District.

## Types of projects or activities that could be funded include:

- Festivals, community celebrations, community workshops and seminars
- Venue hire
- Lighting and sound
- Publicity/advertising
- Materials (such as those required for facility improvements where the work is completed by community volunteers)
- One-off personnel costs (such as guest tutor, artist or facilitator fees).

## Types of projects or activities generally not funded include:

- Facility development (such as facility improvements and/or extensions where the work is carried out by contractors)
- Purchase of capital items (such as vehicles, ovens/stoves, fridges, office furniture, computers, printers, photocopiers)
- Ongoing administration and service costs (such as rent, salaries, power, telephone)
- Catering costs or any food or refreshment costs associated with the project/event
- Travel and accommodation costs (such as airfares, petrol, vehicle hire, hotel costs)
- Payment of royalties
- Prize monies, trophies or awards
- Fundraising activities or related costs
- Retrospective costs
- Debt servicing.

*Remove this page before submitting your application.*

Remove the two instruction pages before submitting your application. This page should be at the top.

<b>Application summary</b>	
<b>Full name of organisation</b>	
<b>Amount requested</b>	
<b>Project name</b>	
<b>For Round 1 or 2?</b>	

<b>Section 1: Applicant Details</b>	
<i>Tell us about your organization/group</i>	
Group's postal address	
Postcode	
Group's bank account name:	
Group's bank account number:	
Group's GST number (state N/A if not registered)	
Describe your group's purpose	
Who are your group's main contact(s) for this funding application?	
<b>Primary contact's name</b>	
Position in group	
Email	
Daytime phone number(s)	
<b>Second contact's name</b>	
Position in group	
Email	
Daytime phone number(s)	

## Section 2: Eligibility

Tell us about any other grants your group has previously received from Whangarei District Council (last three years only).

Year	Purpose	Amount \$	Project report returned?

Does your group have a legal status?

Yes, we are established as

An Incorporated Society

A Trust

Other legal entity e.g. Maori Trust Board *(Please specify)*

***If you do not have a legal status you must apply under the umbrella of a group that does.***

No, we are applying under the umbrella of:

*Please have the umbrella group complete and sign the blue section over page and provide the necessary documents.*



**Attach** a copy of your Certificate of Incorporation or charitable registration.



**Attach** a copy of your most recent set of financial accounts.



**Attach** evidence of your bank account details. Note: If you are applying under an umbrella group, payment of the grant will be made only to that umbrella group.

# Whangarei District Council

## Community Fund Application Endorsement

### Umbrella Group Endorsement

(The following section is to be completed by a member of the umbrella group's management team)

Contact person	
Position in the group	
Email	
Daytime phone number(s)	
<p>I confirm that our organisation is willing to support, and accept financial responsibility for any monies granted to</p> <p>.....  <i>Applicant organisation</i></p> <p>for its project</p> <p>.....  <i>Project name</i></p>	
Signature	
Date	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Attach</u> a copy of the umbrella group's Certificate of Incorporation or charitable registration.</li> <li><input type="checkbox"/> <u>Attach</u> a copy of the umbrella group's most recent set of financial accounts.</li> <li><input type="checkbox"/> <u>Attach</u> evidence of umbrella group's bank account details. Note: Payment of the grant will be made only to the umbrella group.</li> </ul>	

**Section 3: The Project**

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

Describe your project in terms of the following:

Name of project

When will this take place?

Where will this take place?

What is it that you want to do? Tell us about your project in full (*attach additional sheets if you wish*).

Who will benefit from your project and why?

Why should this project receive funding?

## Section 4: Project Budget

Are you registered for GST?	<input type="checkbox"/>	No – your budget figures must <u>include</u> GST
	<input type="checkbox"/>	Yes – your budget figures must <u>exclude</u> GST
GST number		
<b>Total project costs</b>		
Include <u>all</u> your project costs. If there are specific costs you are seeking this funding for, tick these in the right hand column. <i>e.g. materials, venue hire, promotion, equipment hire, personnel costs</i>	Amount \$	Tick if applying for
<b>(A) Total cost</b>	\$	

Attach quotes for all expenses (note GST requirement above).

<b>Your contribution to the project</b>	
	Amount
Project income <i>e.g. ticket sales 50 x \$10 = \$500</i>	\$
	\$
	\$
Other sources of income <i>e.g. other grants, donations, discounts on services, own contribution, existing funds, expected fundraising</i>	
	\$
	\$
	\$
	\$
	\$
	\$
<b>(B) Total funds available</b>	\$

Tell us about any other funding you have applied for or received <u>for this project</u> .			
Source of funding <i>e.g. Creative Communities Scheme, Foundation North, Oxford Trust</i>	\$ Amount requested	\$ Amount confirmed/received	Is this confirmed for or conditional upon any particular budgeted expense? Please state.

Work out the amount of funding requested

The total cost <b>(A)</b> minus total funds available <b>(B)</b> will usually equal the amount requested <b>(D)</b> .	
<b>A:</b> Total cost of project	\$
<b>B:</b> Less total funds available	\$
<b>C:</b> Difference	\$
<b>D: Amount requested</b>	\$
If your group does not receive the full amount requested, how will you make up the difference?	



## Section 6: Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- 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 event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

I will submit a Project Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications

I consent to the Whangarei District Council recording the personal contact details provided in this application, retaining and using this information to send me relevant Council information.

I undertake that I have obtained the consent of the group/organisation to provide these details.

I understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I am aware that I have the right to have access to this information held by Council.

This consent is given under the Privacy Act 1993.

Name	
Signature	
Position in Group	
Date	

*Final check – make sure you have:*

- Completed all sections and signed the declaration
- Checked that the budget balances and have accounted for GST
- Attached quotes
- Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- Attached your group's (and the umbrella group's) most recent set of financial accounts
- A copy of your group's (and the umbrella group's) Certificate of Incorporation or charitable registration

# Community Funding

## Feedback Form

To assist us in ensuring that your experience when obtaining information about and applying to Whangarei District Council's community funding is simple and successful, we would appreciate your feedback by answering the following questions:

1. How did you find out about the Community Fund?

<input type="checkbox"/> Whangarei Leader	<input type="checkbox"/> Council's website
<input type="checkbox"/> Council's Community Funding Officer	<input type="checkbox"/> Community noticeboard / newsletter
<input type="checkbox"/> Previously applied	<input type="checkbox"/> Other ( <i>please specify</i> )

2. Have you visited the Funding and Grants page on Council's website?

Yes       No

If Yes, how user friendly was it?

	1	2	3	4	5	
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Great

What could we change or do better?

3. Did you find this application form easy to understand and complete?

Yes       No

What could we change or do better?

Thank you!