

Community Halls Fund Application Form and Guidelines

Purpose of the Community Halls Fund

The Community Halls Fund is designed to assist community hall committees in the District with facility maintenance.

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

The maximum amount that can be sought through the Community Halls Fund is \$5,000; however, Council reserves the right to consider grants in excess of this when appropriate.

Who can apply?

There are 36 community halls within the Whangarei District as identified in Council's Community Halls Strategy.

6 of these community halls are Council owned buildings and apply for funding via Council's Annual Plan process.

The remaining 30 halls are community operated halls that have not-for-profit legal status and are available for public use and hire. An application can be made to the Community Halls Fund from any of these 30 halls.

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

The application form should be completed by the Chairperson, Secretary or Treasurer of the group.

Funding Criteria

The following factors will be considered when applications are assessed:

- Whether the application includes items that have been identified in Council's 2016 maintenance reviews
- The current condition of the facility and it's need of repair and renovation (quality of facility)
- The group's financial situation (current and projected)
- The amount the facility is being used (activities, number of users, range of uses)

Types of projects or activities that could be funded include -

- maintenance issues identified in Council's 2016 maintenance reviews
- external facility maintenance issues that have emerged since the 2016 review

Types of projects or activities generally not funded include -

- major capital improvements
- operational/running costs
- internal maintenance issues that are not health and safety related

Submitting your application

Email to: 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

Community Halls Fund

Application Form

Section 1: Hall Details

Please cross out and replace any details that have changed. Please add any details that are missing.

Hall name	
Committee name	
Hall physical address	
Hall postal address	
	Postcode

Who is your group's main contact for this application?

Contact name	
Position in group	
Email <i>We recommend the use of a generic, transferable email address, rather than a personal one.</i>	
Daytime phone number(s)	

Section 2: Eligibility

You need to be an incorporated society or charitable trust, and be up to date with your filing on the relevant register.

Society or Trust registration number	
If your details on the register are not up to date, please state why and when this will be resolved.	

Section 4: Hall Maintenance

List any maintenance issues you have addressed in the last 12 months. (You'll also need to complete the accountability report for any previous Community Halls Fund grant from us).

Section 5: The project for this year


From the Maintenance Schedule


List the maintenance issues from the 2016 review (in priority order) that you wish to address with this funding application. (Contact us if you need another copy of your maintenance schedule).

List any new maintenance issues you would like considered for funding this year or in the future.

Section 6: Project budget

Are you registered for GST?	<input type="checkbox"/>	No – <i>your budget figures must <u>include</u> GST</i>
	<input type="checkbox"/>	Yes – <i>your budget figures must <u>exclude</u> GST</i>
GST number		

 Attach quotes.

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

Project costs e.g. materials, equipment hire, contractor costs	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
(A) Total cost	\$

What are you contributing to this project? e.g. donated materials, other grants, existing funds, expected fundraising	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
(B) Total funds available	\$
Difference (A – B)	

How much are you requesting from the Community Halls Fund for this project? (<i>maximum \$5,000; round to the nearest dollar</i>).	\$
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Section 7: 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 by 31 May 2015
- acknowledge Whangarei District Council in any publicity related to the grant
- spend the grant on the purpose for which the application was made within 10 months of funding being approved
- return any unspent money to Whangarei District Council if the project is completed under budget
- 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
- meet any additional terms and conditions that may be set by the Community Funding Subcommittee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

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	

Section 8: Final Check

Make sure you have

<input type="checkbox"/>	Completed all sections
<input type="checkbox"/>	Attached quotes
<input type="checkbox"/>	Attached your group's bank account details (<i>if changed since last payment from Council</i>)
<input type="checkbox"/>	Attached your group's most recent set of financial accounts

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

Yes No

If **Yes**, how user friendly was it?

Poor 1 2 3 4 5 Great

What information were you looking for?

Any comments?

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

Yes No

If **No**, what could we change or do better?