

# Community Funding Application Form

For the Community Fund and Performing Arts Fund 2017-18

<b>Application summary</b>	
<b>Organisation name</b>	
<b>Amount requested</b>	\$
<b>Project name</b>	
<b>Fund applying to:</b>	<input type="checkbox"/> Performing Arts Fund <input type="checkbox"/> Community Fund (Round 2)

<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	
Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")	
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

Please state your incorporated society or charitable trust registration number:

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



Attach evidence of your bank account details.

***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:

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Please have the umbrella group complete the blue section at the end of this application and provide the necessary documents.

Note: If you are applying under an umbrella group, payment of the grant will be made only to that umbrella group.

**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?

Tell us about your project in full. Be succinct and clear, and include:

- What is it that you want to do?
- Who will benefit from your project and why?
- How many people are you expecting to participate?
- Why should this project receive funding?

*(attach additional sheets if you wish).*

Large pink shaded area for writing the project description, consisting of multiple horizontal lines.

## Section 4: 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		
<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.		Amount \$
<i>e.g. materials, venue hire, promotion, equipment hire, personnel costs</i>		Tick if applying for
<b>(A) Total cost</b>		\$

Attach quotes for 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>	\$

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 an Accountability 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
- Kept a copy of this application for your records.

# 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)*

Organisation name	
Incorporated society or charitable trust registration number:	
Contact person	
Position in the group	
Email	
Daytime phone number(s)	
<p>I confirm that our organisation is willing to support, and receive any monies granted to the applicant:</p> <p style="text-align: center;">..... <i>Applicant organisation</i></p> <p>for its project</p> <p style="text-align: center;">..... <i>Project name</i></p>	
Signature	
Date	
<p> <u>Attach</u> evidence of umbrella group's bank account details. Payment of the grant will be made only to the umbrella group.</p>	

# 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!