



Resident and Ratepayer Administration Grant

Application and Guidelines

Purpose of the Resident and Ratepayer Administration Fund

This Fund assists resident and ratepayer groups in the Whangarei District that advocate for residents in their local communities.

The \$700 administration grant recognises the group's contribution to their community and to Council.

Who can apply?

The grant is available to all resident and ratepayer groups within the Whangarei District that have a not-for-profit legal status and are currently active in their community. Known resident and ratepayer groups are invited to apply directly by council staff. New groups should contact council's Community Funding Officer before applying.

Required Information

Resident and ratepayer groups applying for the grant are required to provide the following information:

- The contact details of the current office holders, committee member names, and the number of members in the group
- Details of the group's activities over the past six months
- Details of the group's planned activities for the next six months
- A copy of the group's latest AGM Minutes (including Chairperson's Report)
- A copy of the group's most recent set of financial accounts
- If new/changed – a verified copy of the group's bank account details
- If new/changed – proof of not-for-profit legal status
 - e.g. Charities Services registration number, a copy of the group's Certificate of Incorporation or Trust Deed

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

Submitting your application

Email your application to mailroom@wdc.govt.nz

Or post to:

Community Funding Officer
Whangarei District Council
Private Bag 9023
Whangarei 0148

For assistance, contact the Community Funding Officer on 09 430 4200. The outcomes of this Fund will be advised in February.



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Application Form

Section 1: Applicant Details

Please add any missing information, and cross out and replace any information that has changed.

Full name of group	
Postal address (please include your post code)	
Email	
Daytime phone number(s)	

Who is your group's main contact for all communication?

Contact name	
Position in group	
Email	
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 3: Governance and Membership Details

List your committee members. Provide contact details for your chair and secretary.

Date of last AGM	
GST number	
Number of members	

Section 4: Group Activities

Tell us about your group's activities over the last 12 months and looking ahead.

List any community events you have run in the last year.	
List any issues you have liaised with Council over on behalf of the community.	
Does your group deliver any of these?	<input type="checkbox"/> Community newsletter or noticeboard <input type="checkbox"/> Civil Defence, first aid, and other emergency initiatives <input type="checkbox"/> Community safety patrols or CCTV <input type="checkbox"/> Environmental or revegetation projects <input type="checkbox"/> Other, please state:

List key activities that your group has planned for the next 12 months.

Do you have any other comments about your group's representation of the community?

Section 5: Declaration

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

I declare that the information supplied here is correct.

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

I understand that my name and/or the name of my group and brief details about the group's projects/events 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 or 'Signed by Email'

Position in Group

Date

Section 6: Final Check

Make sure you have:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Attached latest AGM Minutes (including chairperson's report if applicable) |
| <input type="checkbox"/> | Attached your recent set of financial accounts |
| <input type="checkbox"/> | Advised if you have registered or deregistered for GST since the last payment from Council |
| <input type="checkbox"/> | If new or changed: attached a copy of your group's Certificate of Incorporation or Trust Deed |
| <input type="checkbox"/> | If new or changed: attached your group's bank account details. |

Feedback Form

Fund: Resident and Ratepayer 2017-2018

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

- | | |
|--------------------------|-----|
| <input type="checkbox"/> | YES |
| <input type="checkbox"/> | NO |

If NO, what could we change or do better?