



Community Loan application form

Please read the Community Funding Programme guide for loan criteria and tips on completing this application.

Whangarei District Council provides Community Loans to community organisations, clubs and groups for the development of recreation facilities within the District.

Generally, the first \$100,000 of any loan approved will be interest free. Applicants will need to demonstrate a minimum 50% contribution towards the project and the ability to repay the loan.

At the end of this application, you will need to attach supporting information including a comprehensive business case.

Organisation name	
Type of eligible organisation Please select which type of organisation you are and include your registration number where applicable.	<input type="checkbox"/> Incorporated society – Register number: <input type="checkbox"/> Charitable trust – Register number: <input type="checkbox"/> Reserve board (Dept of Conservation) <input type="checkbox"/> Other – please describe below:
Contact name	
Position in group	
Email	
Phone	
GST number (if applicable)	

Your proposal

Tell us in detail what you are seeking funding for. Your proposal should include:

- What you want to do and why
- When and where it will take place
- Who in the community it will benefit, how many, and how they will benefit
- How you will deliver it
- The people or groups involved to make it happen
- What success looks like
- Any specific part of the project or costs in your budget that you are applying for
- Any specific loan term and repayment frequency you are seeking
- What security you can offer for the loan.

At the end of this form you will be asked to attach a business case to support your proposal.

Amount requested

Enter the amount are you requesting from us: \$

Disclosure of Interest

Please provide details of any councillor, council staff member, or immediate family member of a councillor or staff member, that has any interest or involvement in the project or activity you are seeking funding for.

Loan conditions

- Generally, the first \$100,000 will be interest free and any further portion will be interest bearing.
- Generally, the maximum repayment period shall be 8 years.
- Frequency of repayments will be negotiated with the borrower.
- Legal expenses will be the responsibility of the applicant but may be included in the loan.
- Loans will be formally executed and will be secured as Council deems appropriate.
- Loans are generally not available to retire or restructure current debt, but Council may consider this in exceptional circumstances, such as where the ongoing viability of an organisation is under threat.
- Loans may be subject to other conditions imposed by Council.
- Loan drawdowns may be by instalment at Council's option and Council may require copies of applicant's invoices from suppliers for supplies to which the loan relates.
- For GST registered organisations, the GST portion of costs will not be funded by the loan.
- Financial statements will be provided to Council annually during the term of the loan.
- In the case of any default on repayments, Council will work with the organisation and the parent body (if applicable) to remedy the situation as quickly as possible.
- If the financial position of an organisation deteriorates to the point that the loan repayment is not possible, Council will exercise its rights as specified in the loan agreement.
- Any arrears of repayments will be reported to the Community Development Committee of Council.

Declaration

I declare that I have authority to make this application on behalf our organisation and that the information supplied here is true and correct.

I accept the funding Terms and Conditions and additional Loan Conditions.

Signature:

Documents required:

- Latest financial statements
- Bank deposit slip or similar (new applicants only)
- Quotes
- A business case which includes:
 - evidence of community support for the project
 - timeline for the expected milestones of the project
 - design plans, photos and/or drawings
 - location plan and legal description of the land
 - copy of lease/license to occupy if on Council land
 - details of what security you can offer for the loan
 - cashflow forecast for the term of the loan, demonstrating your ability to repay
- Any other supporting information you think relevant to your application.

Privacy statement

As part of the grant application process the Whangarei District Council collects information, including contact details, to assist in processing applications.

Information obtained as part of the grants process may be used by Council to communicate with applicants about future community funding opportunities, publicise the grants process and inform the community about successful grants.

The Privacy Act 2020 gives you rights to request access to and correction of any personal information we hold about you. Likewise, if you wish to opt out of receiving communication from Council please let us know.

Information held by Council may also be subject to the Local Government Official Information and Meetings Act 1987 and may need to be released where a formal request is received under that Act.

Submit your application

Deliver your completed application to one of our service centres or post to:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148