



## Partnership Fund

**Please read the Community Funding Programme guide for the closing date and criteria of this Fund, and tips on completing this application.**

The Partnership Fund supports the development of community facilities on a shared contributions basis.

Types of eligible facilities would be community centres, multi-sport recreation complexes, tourism facilities, arts and craft hubs, social enterprise hubs, and more.

Applications can be made for leverage/seed funding, consent fees, and actual construction costs, for new builds or significant renovations or extensions of existing facilities.

The maximum amount applicants can request is \$150,000. Seed or leverage funding is not a guarantee of future funding from Council to see the project to completion.

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

<b>Organisation name</b>	
<b>Type of eligible organisation</b> 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.

**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: \$

**Proposal**

<b>Disclosure of Interest</b> 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.
<b>Terms and Conditions</b> If the application is successful, I / we agree to: <ul style="list-style-type: none"><li>• provide a tax invoice to Whangarei District Council for the grant amount within two months of being advised. I understand that grant payments will only be made to a bank account in the name of the applicant group.</li><li>• acknowledge Whangarei District Council in all publicity</li><li>• spend the grant on the purpose for which the application was made within 12 months of funding being approved</li><li>• return any unspent money to Whangarei District Council if the project is completed under budget</li><li>• meet any additional terms and conditions that may be set by Whangarei District Council</li><li>• submit a Funding Report within two months of the completion of the project</li><li>• keep all invoices and receipts accounting for the full amount of the grant or loan for 12 months and provide these if requested.</li><li>• return any monies granted should any breach of the above conditions occur.</li></ul>
<b>Declaration</b> 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 Terms and Conditions above.
<b>Signature:</b>     

### ***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.

### ***Documents required:***

- Latest financial statements
- Bank deposit slip or similar
- Quotes
- A business case which includes:
  - evidence of community support for the project
  - timeline for the expected milestones of the project
  - detailed budget
  - design plans, photos and/or drawings.
- Any other supporting information you think relevant to your application.

### ***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