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| Logo  Description automatically generated  **Waipā Recovery Fund**  **July 2022** |

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| **Applications for Financial Assistance: Guidelines, criteria and process** |

**What is the Waipā DISTRICT cOUNCIL Recovery Fund?**

The Waipā Recovery Fund supports projects, programmes, activities and services provided by not-for-profit community groups and local businesses with an aim to assist local communities to recover from the direct impacts of COVID-19. This could include proposals such as community initiatives to drive resilience or self-sufficiency in the community or activities that promote economic recovery by generating revenue for local businesses, employment or bring people into the district.

In order for initiatives to be considered for funding, applications must demonstrate a commitment to the four well-beings – social, economic, cultural and/or environmental well-being.

The Waipā Recovery Fund is not available to support operating deficits from prior to COVID-19, nor will it cover retrospective costs.

Successful applicants must demonstrate in their application:

* evidence of the community need
* a clear link to recovery from the impacts of COVID-19
* a sound project plan and budget
* capacity to undertake the proposed initiative
* the activity will take place in the Waipā District.

Activities and initiatives must begin before 30 June 2023.

**APPLICATION PROCESS**

The Waipā Recovery Fund opens on Monday, 18 July 2022 and remains open until 5pm on 11 August 2022. Download an application form at www.waipadc.govt.nz/waiparecoveryfund.

Applications must be emailed [**recoveryfund@waipadc.govt.nz**](mailto:recoveryfund@waipadc.govt.nz). Only one application per organisation will be accepted.

Please provide proof of bank account details in the name of the group/ organisation/ business applying for funding.

**APPLICATION CRITERIA**

1. Must be a local Waipā activity or project or operational impact, that promotes response to or recovery from the impacts of COVID-19. The application must specify the benefits being provided to Waipā communities, to assist with assessment of the application.
2. The activity or project identifies a connection with at least one of the four well-beings (social, cultural, environmental, and economic).
3. The activity or project or operational impact supports a long-term response to COVID-19 versus one off projects, responding to community/business resilience to the impacts of COVID-19.
4. Applicants must be a legally constituted community group or business organisation, based within the Waipā district area.
5. Applicants applying must complete the application form and the application form be received no later than 5pm on 11 August 2022.
6. All applications must be supported by a copy of the applicant’s most current bank statement and if available, provide a financial position statement and the last year’s financial accounts. A budget for the proposal is to be attached, including quotes for equipment, works or services. Applications without this financial information will not be considered.
7. Financial assistance will not be available from more than one source of council funding for the same purpose within council’s financial year starting 1 July 2022.
8. Applications cannot be received for expenses that have already happened (retrospective). Funding must be utilised for projects or activities or operational impact that commence within the current financial year.
9. Proof of how Waipā District Council’s contribution will be acknowledged is required within the application form.
10. Successful applicants will be required to submit a report at the completion of the activity or project or operational impact, providing an overview of the outputs achieved and the benefits to the community from the funding. This report to be received at either 6 month or 12 month milestone, depending on the application.

**What PROJECTS OR ACTIVITIES cannot be funded?**

* Large capital or construction costs
* Projects and activities that have already taken place

**WHAT DO WE MEAN BY THE FOUR WELL-BEINGS**

Waipā District Council is strongly focused on four community outcomes that people in our community have said are important to them.

* *Supporting our district to be socially resilient*

The people of our district want Waipā to be a great place to live, work, play and invest; a place that provides a high quality of life for current and future generations. That means investing in hauora (health and wellbeing), as well as supporting the great work community groups already do.

* *Being proud cultural champions*

Part of our role is to promote our culture and heritage and to champion the unique history of Waipā. That requires Council to have a high level of cultural awareness and partner with tangata whenua. It also means respecting and celebrating the cultural diversity in our district.

* *Being active environmental champions*

We aim to protect and sustain our environment by promoting environmental awareness and responsibility. We support programmes that promote environmental sustainability and are responsive to climate change.

* *Being economically progressive*

We support a thriving, sustainable economy and ensure our decision-making and work programmes are sustainable. We aim to provide new core and community infrastructure and facilities, and ensure our services provide excellent value for money. We actively promote our district to enable development, employment, and business opportunities.

**What happens if your application is successful?**

* Applications will be assessed and approved at the September 2022 Strategic Planning and Policy Committee meeting.
* You will be notified following the Committee meeting if your application is successful.
* Payments will be made within 10 days of the receipt of an invoice.
* All recipients of the Waipā Recovery Fund must provide a report outlining how their project or activity or operational impact has contributed to the project outcomes. This must be received at the completion of the activity, or at either 6 month or 12-month milestone, depending on the application.

**COMPLETING THE APPLICATION FORM**

* Please ensure all questions on the application form are answered and all required documents are attached (refer to the checklist).
* Successful applicants must provide an invoice to Waipā District Council, which will be paid by direct credit into the group/organisation’s bank account. A bank deposit slip or recent bank statement summary must be included with the invoice to verify the account name and number before payment can be processed.
* If you would like help or advice in completing this form contact Council’s Community Advisors at corren.ngerengere@waipadc.govt.nz and gina.scott@waipadc.govt.nz.

#### Final checklist - Have you……….?

Completed every question contained in the application form

Attached your project plan

Attached all of your current bank statement(s), and if available, a financial position statement and the last years financial accounts.

Attached a copy of a budget for your proposal and copies of quotes

Supplied the names of two people and their contact details

Had this form signed by those two contact people

***Please return completed form to:***

**Email:** recoveryfund@waipadc.govt.nz

**Post:**

Waipa District Council

Private Bag 2402

Te Awamutu 3840

**Council Office locations for delivery:**

101 Bank Street 23 Wilson Street

TE AWAMUTU CAMBRIDGE

**APPLICATION FORM FOR THE WAIPĀ RECOVERY FUND**

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| **Details of club/organization/ business** |
| Name: |
| What are the objectives of your organisation and how does it support communities? |
| How long has your organisation been active within the Waipā district? |
| What is the activity/services period of your organisation? (example - all year or seasonal March to October)  All year - □ Yes  Seasonal period : |
| How many members in your organisation (including volunteers)? |
| **Proposal for financial assistance** |
| Name of the proposed project/activity/operational impact that you are seeking financial assistance for: |
| Identify location of the proposed project/activity/ operational impact within Waipā district. |
| What is the amount of financial assistance you are applying for? |
| Is the complete funding for your proposed activity/project/organisational impact being requested from this fund? Y/N  If yes, have you considered requesting funding from any other organisations? |
| Provide an overview of your proposed project/activity/operational impact: *(Please attach a full project plan including key milestones and activities to this application)* |

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| How will this project/activity/operational impact support a long-term response to COVID-19 versus one off projects, and respond to community/business resilience to the impacts of COVID-19? |
| How will your project/activity/operational impact contribute to the social, economic, environmental and cultural well-being of Waipā communities? *(please identify a connection with at least 1 of the well-beings)* |
| How will you ensure your project is successful? |
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| If your application is successful, how will you recognise the contribution made by Waipā District Council? |
| If your application is successful, are you able to meet the reporting requirements for the funding? |
| **Financial details** |
| What is the legal status of your organisation?:  Charitable Trust □ Incorporated Society □ Local Business □ Other ……………………………………….  Charities Commission registration no. (if applicable) ……………………………………………………………... |
| Is your organisation GST Registered?: □ Yes □ No  If Yes, your GST Number: ………………………………………. |
| What is the main source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): |
| □ Attach a copy of your latest complete CURRENT BANK STATEMENT, and if available your 2021/22 ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund) |
| □ Attach a copy of any budget for your proposal and any quotes obtained.  **NOTE: Applications without financial records attached will not be considered.** |

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| Please list here ***all* financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed. | | | |
| **Organisation** | **Purpose** | **Amount ($)** | **Year** |
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If required, attach any funding assistance received over the last three years to a separate piece of paper.

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| **Applicant Organisation Details** |
| Full legal name (*as on your bank account*): |
| Common use name (*if different*): |
| Contact person: |
| Postal Address: |
| Street Address: |
| Email (and website if applicable) : |

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| **Declaration** |
| We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.  We consent to Waipā District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993. |
| Name of person completing form:……………………………………………………………………….  Signed : …………………………………………………………….. Date: …………………………….  Position in Organisation: ……………………………………………………………………………...  Daytime Contact Number: ……………………………………………………………………………..  Alternative contact person: …………………………………………………………………………….  Signed: ………………………………………………….……….. Date: …………………………….  Position in Organisation: ……………………………………………………………………………  Daytime Contact number: ……………………………………………………………………………  *The above persons may be contacted during the day if clarification of information is required.* |