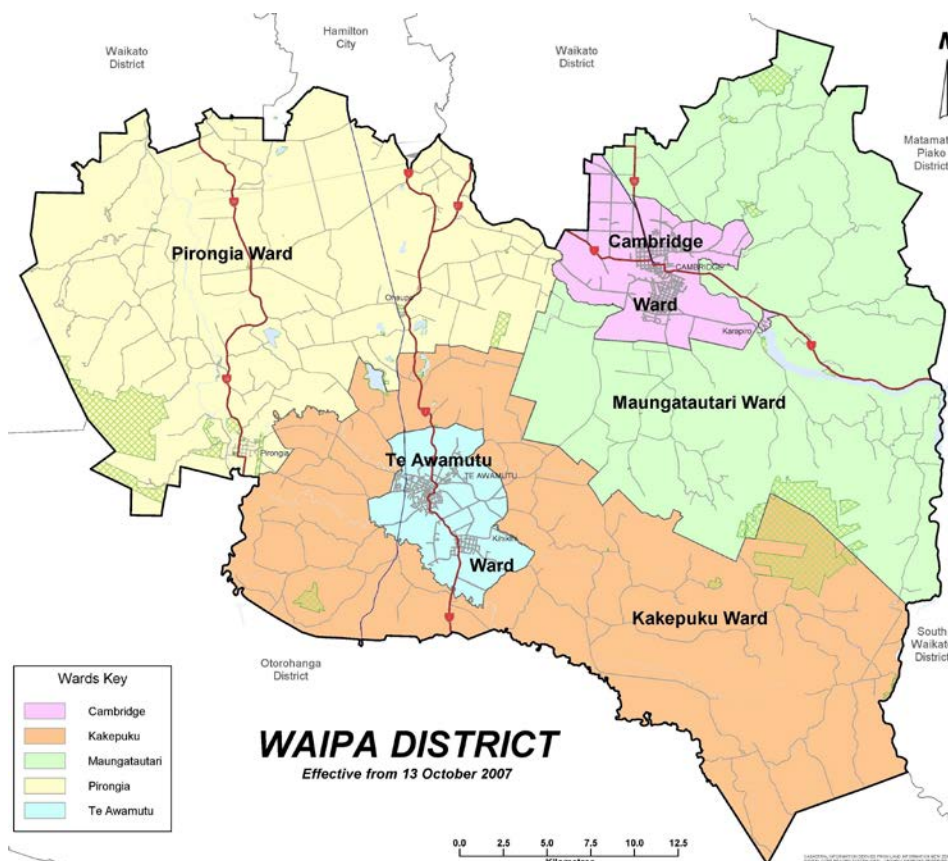


## Te Awamutu Community Board Cambridge Community Board Pirongia Ward Committee

### 2018/19 Funding



## Applications for Financial Assistance: Criteria and process

Council has two community boards, the Cambridge and Te Awamutu Community Boards and a standing committee of Council for the Pirongia Ward known as the Pirongia Ward Committee (PWC). They each hold the following delegation from Council:

*“Authority to allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the requirements of section 10 of the Local Government Act 2002 to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.”*

Under the above delegation, each community board and the PWC receive a limited amount of discretionary funds from Council each year which they may choose to allocate towards community groups or organisations within the separate wards of Waipā District in accordance with the provisions of the delegation. Financial assistance allocated generally ranges between \$200 - \$2,000, but applications for larger amounts will be considered. Details on the criteria and the application process for financial assistance are set out below.

### **APPLICATION PROCESS**

Some funds are still available after the August round the boards and committee will consider applications for financial assistance during the course of the year, for projects before 30 June 2019, provided the correct form is completed and delivered to Waipa District Council.

## **APPLICATION CRITERIA:**

1. The applicant applying for financial assistance must be a not-for-profit group or organisation and be providing a local community or welfare service for the benefit of the wider Waipa community i.e. not a private club.
2. Applicants applying for financial assistance need to complete the attached application form. The application must specify the local services, facilities and benefits being provided to the community, to assist with assessment of the application.
3. For the 2018/19 funding round, higher priority will be given to applications for local community projects, with less priority on operating costs.
4. All applications must be supported by a copy of the applicant's most current bank statement as well as a bank deposit slip. If there is a budget for the proposal, a copy should be attached (this may include quotes for equipment, works or services. Applications without these financial records attached will not be considered.
5. Financial assistance will not be available from more than one source of council funding for the same purpose (event or activity) within council's financial year starting 1 July.
6. Applications cannot be received for expenses or events that have already happened (retrospective).
7. A thanks or mention of the committees/board's support to your project is expected. This may be a sponsors sign stating "Proudly supported by...", thanks in a media release, advertisement, newsletters etc.

## **COMPLETING THE APPLICATION FORM**

- Applicants should identify on the attached application form the community board or PWC to which they are applying, which will be where their group or organisation resides or carries out its activities.
- If you are applying to more than one community board or PWC for financial assistance for the same purpose because your activities encompass a wide area within the District, one application form can be submitted – select which boards/committee you are applying to. Otherwise please submit separate applications.
- Please ensure that all the questions on the application form are answered and all required documents are attached (see page 4 for the checklist).
- Only the application form pages 5-8 are required to be submitted, together with your supporting documentation.

- Successful applicants will be paid by direct payment into their group/organisation's bank account. We must have a bank deposit slip or recent bank statement summary included with your application to verify the account name and number before payment can be processed.
- If you would like help or advice in completing this form contact the council's Governance team.  
**Phone:** 0800 924 723  
**Email:** [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

### Final checklist - Have you.....?

- Selected the correct Ward/s (district) your organisation is based or active in
- Completed every question contained in the application form
- Attached your most recent completed financial records
- Attached your recent bank statement or bank accounts summary sheet
- Attached a copy of a budget for your proposal and copies of any quotes
- Supplied the names of two people and their contact phone numbers
- Had this form signed by those two contact people
- Please include a pre-printed bank deposit slip for payment of successful applications**

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

**Email:** [info@waipadc.govt.nz](mailto:info@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

Waipa District Council, Private Bag 2402, Te Awamutu 3840  
 Phone: 0800 924 723 | Fax: 07 872 0033 | Web: [www.waipadc.govt.nz](http://www.waipadc.govt.nz) | Email: [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)
- Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)
- Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name:

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

How long has your organisation been active within the Waipā district?

Where are any facilities used by your organisation located?

Are they on private property?

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

What is the proposed project/activity that you are seeking financial assistance for?:

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board:                   \$

Cambridge Community Board:                 \$

Pirongia Ward Committee:                    \$

What is the benefit to your community if any financial assistance is available?

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number:

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (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.**

Please list what financial assistance have you received from others in the last three years? e.g. *Council and or Community Board funding, Community Trusts, Trust Waikato, NZ Lotteries, Gaming Machine Trusts, Creative Communities Scheme.*

Organisation	Purpose	Amount (\$)	Year

**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) :

**Declaration**

We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Waipa 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.*