

Te Awamutu and Kihikihi Community Board

Who Distributes the Community Discretionary Fund?

The Te Awamutu and Kihikihi Community Board (Te Awamutu-Kihikihi and Kakepuku subdivisions) holds the following delegation from Waipā District Council:

“Allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the promotion of the social, economic, environmental and cultural well-being of communities in the present and for the future.”

An annual budget of \$25,500 has been allocated to the Te Awamutu & Kihikihi Community Board to be used for discretionary spending, including distributing discretionary funding to community clubs, groups and organisations for activities or projects under the above delegation. The Te Awamutu and Kihikihi Community Board will hold only ONE discretionary funding round within the council’s 2026/27 financial year, and the maximum level of funding that can be applied for is \$5000 + GST.

Details on the criteria and the application process for financial assistance are set out in this document.

Important Dates

The 2026/27 discretionary fund applications open 11 September 2026 and will close 9 October 2026. Applications will be considered at the meeting of the Te Awamutu & Kihikihi Community Board on 27 October 2026.

Criteria and Expectations

Only not-for-profit groups, clubs or organisations can apply for funding and must be providing a local community or welfare service for the benefit of the wider Waipā community, i.e. not a private club or business.

Funding applications will not be considered if Accountability Forms which have become due from previous years have not been submitted.

Funding for Capital or Operational projects/expenses will be considered.

The maximum level of funding that can be applied for is \$5000 plus GST.

GRANTS CANNOT BE APPLIED FOR:

- Expenses or events that have already happened (retrospective)
- Lobby Groups or Action/Pressure Groups
- Personal or Commercial gain
- Professional Sport
- Groups, clubs or organisations that have no physical base in Te Awamutu, Kihikihi or Kakepuku Wards.

Important Information

- Ensure you **complete the correct form for the Community Board or Committee you are applying to**. Applications submitted on an incorrect form will not be considered as they may not meet the criteria required.
- You must **complete the entire application form** and specify the local services, facilities and benefits being provided to the community. **The application must clearly state the purpose of the funding required and, if successful, how the funds will be used.**
- **Incomplete or applications that do not meet ALL criteria will not be considered.**
- All information in the completed application is subject to the Local Government Official Information and Meetings Act 1987 and will be included in a publicly available agenda, excluding personal contact details of the people completing the form and the bank statement and your financial information.
- If you would like help or advice in completing this form, contact the council's Governance Team.
Phone: 0800 924 723
Email: governance.support@waipadc.govt.nz

Completing Application

- **Please ensure that all the questions on the application form are answered and all required documents are attached (see checklist below).**
- Requests for funding must be GST exclusive.
- Attach a copy of the group/organisation's most current bank statement, a Profit and Loss Statement and Balance Sheet. Please indicate if any accumulated funds are tagged for a specific purpose, e.g. building fund. **Applications without these financial records attached will not be considered.** Bank statements and financial accounts will be kept confidential.
- Attach a copy of the budget you are seeking funding for (this may include quotes for equipment, works or services).
- Only pages 4 - 6 of the application form are required to be submitted with the supporting documentation.

Checklist...

- ☐ Have you completed the correct form for the Board/Committee you are applying to
- ☐ Have you completed every question contained in the application form?
- ☐ Attach a copy of your latest **Bank Statement, a Profit & Loss Statement and Balance Sheet** *(please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)*
- ☐ Attach **Bank Deposit Details** *(which include Bank Name, Account Name and Account Number)*
- ☐ Attach a copy of the **budget** for your proposal and any quotes obtained
- ☐ Supplied the names and signatures of two key people and their contact details

Return the completed form and supplementary documents to:

Email: info@waipadc.govt.nz

Subject Line: Discretionary Fund

Post to:

Waipā District Council
Private Bag 2402
Te Awamutu 3840

Deliver to:

101 Bank Street
Te Awamutu

OR

23 Wilson Street
Cambridge

All applicants will be notified of the date and time of the meeting to which the application is being discussed. It is up to the applicant to indicate on this form if they wish to speak to their funding application at the meeting.

Successful Application

- Successful applicants will be notified and paid by direct credit into the group/organisation's bank account.
- Funds not uplifted within 12 months from the allocation date will lapse.
- After 12 months, any unspent funds from the approved grant will need to be returned by the applicant to the Te Awamutu and Kihikihi Community Board.
- Successful applicants that are GST registered must provide an invoice to Waipā District Council quoting the supplied Purchase Order number and Resolution Number before payment will be made.
- A thanks or mention of the Community Board's support to your project is expected. This may be a sponsor's sign stating, "Proudly supported by...", thanks in a media release, advertisement, newsletters etc.

Your Group/Organisation Contact Details

INFORMATION PROVIDED ON THIS PAGE IS FOR OFFICE USE ONLY

*For the consideration of the **Te Awamutu & Kihikihi Community Board***

Full Legal Name (as on the bank account):	
Common Use Name (if different):	
Phone:	Email:
Postal Address:	

Is your organisation (please tick where relevant):	
☐ Charitable Trust	Charities Commission Registration No: _____
☐ Incorporated Society	
☐ Other	_____
☐ GST Registered	GST Number: _____

Please ensure you supply all financial documents listed in the checklist on page 2.

Declaration

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

We understand that we may be contacted during the day if clarification of information is required.

We understand that the information contained in this application will be included in a publicly available agenda except personal contact details and financial information.

Name of Principal Contact:	
Position:	
Phone:	Email:
Signature:	Date:

Name of Alternative Contact:	
Position:	
Phone:	Email:
Signature:	Date:

For information about how Waipā District Council collects, uses and stores personal information, please refer to our Privacy Statement on our website.

About Your Group/Organisation

Common Use Name:

Website:

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

List all financial assistance your organisation has received over the last three years from Waipā District Council only

Organisation	Purpose	Amount (\$)	Year

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

Where is your group/club based?

Where are the people based that will benefit from your services/activity?

How many members in your organisation (including volunteers)?

What is your group's core purpose and vision?

Proposal for Financial Assistance

How much funding assistance are you applying for (GST Exclusive)? \$

What is the proposed activity/project that you are applying for funding?

How many people will your project benefit, and how will it benefit them?

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community?

What other funding sources, if any, have you got to help with this activity/project? i.e. fundraising, sponsorship or grants

☐

Please tick if you have attached additional pages as further information.

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Please **tick the box if you wish to Speak to your Application** at the 27 October meeting of the Te Awamutu and Kihikihi Community Board