



RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946, New Zealand
Telephone 07 895 8188 • Fax 07 895 3256
Email info@ruapehudc.govt.nz
Website www.ruapehudc.govt.nz

For Council Use

Community Grants Fund Application - Halls

Applications Close 1 February 2019
(Late applications will not be considered)

Applicant Details - Individual

Name:

Postal Address:

Daytime Phone: Fax or Email:

Applicant Details - Organisation

Organisation:

Postal Address:

1st Contact Person

2nd Contact Person

Daytime Phone:
Fax or Email:

Are you GST registered? Yes No

If yes, GST Number:

Is your organisation: An Incorporated Body An Unincorporated Body
 A Charitable Trust Other (please specify)

Where is your organisation based?

How many volunteers do you have?

How many paid staff do you have?

How much is your annual subscription/membership fee (if any)?

How many members/clients do you have?

What percentage of these members/clients live in the Ruapehu District?

When did your organisation begin operating?

Purpose of your organisation and its key activities (attach separate sheet if necessary)

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What are your organisation's goals?

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Project Details

Describe in detail the event and purpose for which this grant is sought: (attach separate sheet if necessary)

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Who will benefit from this project?

- Children (0-2 years) Young People (12-20 years) Adults (20-65 years)
- Older Adults (65+ years) Family Groups People with Disabilities
- Other (please specify)

What area does your project cover? (i.e. Geographic area, ward, community. Include map if possible.)

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Where will the project be located or provided from?

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Start date of project: Finish date of your project:

Have you sought advice or assistance in planning the project? Yes No

If yes, please provide details of agency and/or contact person.

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Describe the purpose for which grant is being sought (e.g. payment of salaries, waiver of Council fees)

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Financial Details

List the full income and costs of your project (List each part of the budget, not just a total figure).

Note: Preference will be given to applicants for which 50% or more of the cost is obtained from other funding sources. However, each application will be considered on its own merit.

If registered for GST, do not include GST in the budget.

Income	\$	Costs	\$
Cash in hand towards project
Anticipated charges
Anticipated entrance/ticket revenue
Cash sponsoring
Other grants
Intended fundraising
Other (specify)
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Your Contribution is **Total Cost of Project is:**

How much funding are you applying for in this application?
(Project Costs less Project Income) \$

List any other organisation you have applied to (or intend applying to) for funding this event:

Organisation	Amount Applied For	Approved / Declined / Pending

Non-Financial Contributions

Give details of any donated materials/services (e.g, professional services, paint, timber, lighting, etc)

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What is the estimated number of volunteers hours involved in this event?

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Declaration

I/We confirm that all details contained in this application are true and correct, and that I/we am/are authorised to make this declaration. I/We further understand that, if this application is successful, I/we must complete a Certificate of Expenditure form upon completion of the project.

I/We agree to conform to any regulations which Council notifies us of.

(Note: the persons signing here on behalf of an organisation should be the same contact persons as on page 1 of this application).

1st Contact Person

2nd Contact Person

Name (Individual/Organisation):

Signature:

Position Held:

Date:

If successful with your application, do you agree to display the Ruapehu District Council logo on any publicity material for this project? Yes No

If no, state reasons:

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Checklist

Please Check:

- Are all questions answered?
- Do your figures add up?
- Have you attached any additional information that may assist your application?
- Have you kept a copy of this application for your future reference?

Items which must be included in this application:

- Evidence of event support (e.g. letters of support, programme evaluations, etc).
- Written quotes for all equipment, material or purchased services
(For amounts over \$3,000, two quotes must be supplied from different providers)
- Latest set of accounts from your organisation
(Balance sheet/statement of income and expenditure/latest audited accounts or verified accounts)
- Certificate of Incorporation or other similar certificates for your organisation.
- Deposit slip for bank account details.

Acknowledgement of Grants

Recipients of grants must suitably acknowledge the grant received from Council in any public notice or other communication.