

# District Event Grant Application

*NOTE: All fields in this application form are mandatory. Incomplete applications or proposals that don't include all required supporting documents as set out in the checklist will not be considered for funding. Extra pages are accepted if required.*

## 1. Applicant details

Name of applicant: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Postal address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2. Organisation details

Briefly describe your organisation, the community service that it provides and how it meets Council's policy criteria.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of paid employees: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

What is your organisation's primary source of funding? e.g. grants, donations, fees or charges, or government funding \_\_\_\_\_

Is your organisation a registered Incorporated Society?

Yes      Incorporation Number: \_\_\_\_\_       No

Is your organisation a registered Charity?

Yes      Charities Registration Number: \_\_\_\_\_       No

### 3. Event details

In which area will the project take place? (Tick all that apply)

Matamata       Morrinsville       Te Aroha

Describe the event your organisation is requesting funding for and how it meets the policy eligibility criteria.

Please attach any details about proposed timeframes, budgets, quotes – Council needs sufficient information to understand the scope, timing and viability of a proposal.

---

---

---

---

---

---

---

---

---

---

---

Describe how your organisation will contribute to your event, either financially or through volunteer time or other.

---

---

---

---

---

---

---

---

---

---

---

Describe how your event contributes to one or more of Council's Outcomes for the Community (Refer to the Policy for a full list of outcomes).

---

---

---

---

---

---

---

---

Describe how your event benefits the community.

---

---

---

---

---

---

---

---

If you are applying as an existing event describe how this funding will add value and increase community participation.

---

---

---

---

---

---

---

---

Amount requested (excluding GST): \$ \_\_\_\_\_

Please attach a breakdown of your funding needs with a minimum of two quotes, budget and other sources of funding.

Please send your application and attachments to:  
Community Grants Applications  
Matamata-Piako District Council  
PO Box 266  
Te Aroha 3342

## Checklist

Use this checklist to ensure you have correctly completed your application and included all the required information - have you:

- Checked that your proposal meeting the criteria for funding under the Policy?
- Filled out all the information requested on this form – attach additional sheets if not enough space and reference the section.
- Attached all relevant supporting documentation:
  - Bank account details on your organisations letter head or pre-printed bank deposit slip.
  - Statement of Accounts (either your latest Accounts from your AGM or a recent Bank Statement showing your financial position).
  - A breakdown of your funding needs, including your budget and other sources of funding.
  - Details about proposed projects timeframes, budgets, quotes – Council needs sufficient information to understand the scope, timing and viability of a proposal.
- Signed and dated your application.

### Office Use Only

NAR: \_\_\_\_\_ Register Updated Date:     /     /

Register Number 650. \_\_\_\_\_ . \_\_\_\_\_     RM# \_\_\_\_\_