

Long Term Plan Grant Proposal

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.



Community groups are invited to put forward their proposals for funding - applications open **14 August** and will close at **5pm 2 October 2017**.

You can also apply online at www.mpdc.govt.nz.

1. Applicant details

Name of applicant: _____

Name of contact person: _____

Email: _____

Postal address for correspondence: _____

Postcode: _____ Phone: _____

2. Talking to our Councillors

Council will also provide applicants with the opportunity to present their proposals in person on **18 October 2017**. Please let us if you would like to take advantage of this opportunity by ticking a box below.

Yes

No

3. 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 _____

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

Describe how your project or organisation benefits the community.

Amount requested (excluding GST): \$ _____

Please attach a breakdown of your funding needs, including your budget and other sources of funding.

5. Supporting information

Have you previously been given assistance by Council or other agencies for this or a similar project? Yes No

If yes, please supply details, who, when and what type of assistance.

6. Declaration

I declare that I have the authority to make an application on behalf of my organisation and that the information supplied here is correct. I understand and agree that contact details, rating and all other information included with this application will be presented to Council in a public meeting and will be accessible by the public.

Name: _____

Signature: _____ Date: _____



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# _____

