

Application for a community grant

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

1. Applicant details

Name of applicant/community group: _____

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 applicant criteria.

Describe how the public could access the services the grant funding would provide:

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

Is your organisation registered for GST?

☐ Yes GST Registration Number: _____ ☐ No

Please attach your Statement of Accounts and/or a Bank Statement less than three months old, and a Bank Deposit slip or other evidence of your organisation's bank account details.

3. Project details

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

☐ Matamata ☐ Morrinsville ☐ Te Aroha

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

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

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

Describe how your project will benefit the community.



Amount requested: \$ _____ (there is an application limit of \$2,500)

For all funding requests over \$500, please attach at least two quotes for goods/services

4. 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.

5. 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

Office Use Only

NAR: _____ Register Updated Date: / /

Register Number 650. _____ RM# _____



Checklist

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

☐ Filled out all the information requested on this form – attach additional sheets if not enough space and reference the section.

☐ Checked in the Community Grants Policy that your organisation is eligible for funding

- ✓ Non-profit, non-commercial organisation?
- ✓ Not funded by other government agencies?
- ✓ Not currently funded by Council through other funding arrangements?

☐ Checked that your project is eligible for funding under the Community Grants Policy?

- ✓ Project has not commenced at the time of applications being assessed (two weeks following the closing date).
- ✓ Project is not to contribute to operational costs such as rates, rent, insurance, power, telephone/internet, debt servicing, wages/salaries, and subscription fees

☐ 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).

If your organisation does not have its own bank account, any successful funding can only be uplifted by asking the supplier to invoice Council directly using the Purchase Order number provided by Council as Reference on their invoice.

☐ Signed and dated your application.

