

Single-Year Community Assistance Grant

Waitomo District Council's Single-Year Community Assistance Grant focuses on providing assistance for not-for-profit community organisations that support community led projects. These projects are aligned with Council Plans and Strategies and contribute and support the social, cultural, economic and environmental well-being of the Waitomo District.

Priority for funding will be given to community organisations that are delivering projects in collaboration with other organisations.

The Single-Year Community Assistance Grant is for one-off projects or initiatives that will be completed within a 12-month period from receiving the grant.

Who can apply?

Non-profit incorporated organisations (e.g. Incorporated Society, Charitable Trust)

When can I apply?

Fund Opens: 1 July

Fund Closes: 1 August

How do I apply?

- Complete the application form in full
- Attach all required supporting documentation
- Submit your application prior to the closing date

Ineligible, incomplete or late applications will not be considered for funding.

When will I know?

Applicants will be advised September/October

How much can I apply for?

A maximum of \$10,000

What can be funded?

- Resources that support the project or organisation
- Programme development and implementation
- Applications for capital projects may be accepted for grant requests over \$2,000

What will not be considered for funding?

- Projects that have commenced or have been completed
- Loan / Debt Repayment
- Wages or Salary
- Where the applicant has received a Multi-Year Community Partnership Grant
- Organisations with outstanding projects from previous funding rounds

What are the requirements that will have to be met?

- A Grant Agreement between WDC and the successful applicant will be in place where the grant value exceeds \$5,000. Conditions of the grant will be outlined in the Agreement.
- Projects must be completed within a 12-month period from receiving the grant.
- Successful applicants will be required to complete an Accountability Report upon completion of the project.
- Failure to complete the project within the 12-month period may result in funding being reimbursed to WDC.

1. About your Organisation

Organisation Name

Contact Name

Postal Address

Contact Numbers

Phone

Mobile

Email

Term of Operation

Legal Status (Non-profit incorporated organisation. Please attach proof of legal status.)

Charitable Trust

Incorporated Society

Maori Trust Board

Trust

2. Your Organisation's Purpose

What is the organisations main purpose and objectives?

3. Community Outcomes

The basis of the Community and Partnerships Fund is to ensure recipients are undertaking projects that align with, and make a positive contribution to achieving Council's strategic community outcomes. Please identify which outcomes your project will contribute to.

- A prosperous district**
We will continue to enable a thriving and sustainable economy.
- A district for people**
We welcome all to a district that is accessible, safe, affordable, and inclusive. We promote health, wellbeing and participation.
- A district that cares for its environment**
We plan for the wise use and management of all land and resources, now and for future generations.
- A district that works with you**
We work with you to collectively focus on the right things at the right time for the greater benefit of the District.

4. Vibrant Safe Waitomo

Vibrant Safe Waitomo provides a framework for a cross disciplinary approach to delivering with a shared focus of increased safety and positive outcomes for those that live and work within our communities. Please identify which outcomes your project will contribute to.

- Whanau/Families**
To support and foster a caring and safe place to live for every resident.
- Mahi/Workplaces**
To support and enable economic development with a clear agenda on health and safety.
- Hakinakina/Recreation**
To foster community connection through providing safe and stimulating environments.
- Kotahitanga/Connected Leadership**
To provide stewardship to manage meaningful partnerships within the community.

5. About your Project

Project Focus - Is your project focused within the Waitomo District?

Yes

No

Describe your Project (Please attach a Project Plan)

Community Benefit - How will the community benefit from your project?

6. Funding for this Project

- Expenditure - Please list separate costs, not just a total figure (attach written estimates for verification).
- Income - Please list confirmed income. Income that is not yet secured, please indicate with an asterisk (e.g. *ticket sales).
- Please round all figures to the nearest dollar.

Expenditure		Income	
Cost of the Project	\$	How do you plan to fund the project	\$
A Total Cost of Project		B Funds for Project	
Total Amount Applied for (A - B)	\$		

7. Funding from other Parties for this Project

Have you applied to, or do you intend to apply to, or will you receive funding from any other group for the project? Yes No

If Yes, please detail below:

Name of Group	\$

8. Previous Council Funding

Have you received financial assistance from Waitomo District Council during the last three years for any purpose (previous grants)? Yes No

If Yes, please detail below:

Type of Funding and Purpose	\$

9. Financial Accounts

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a Statement of Income and Expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations latest bank statement/s.

10. Further Information

Please add any further information you may wish to provide. This could include details of voluntary input towards the project or what the impact would be on the community if the project is not provided. Letters of support from other members or organisations within the community would assist with defining the level of community benefit.

11. Documents Supplied

Have you:

- Completed **ALL** sections of the application?
- Checked **ALL** figures within the application?
- Attached proof of Legal Status?
- Attached a Project Plan?
- Attached a copy of the organisations's last Financial Report/Accounts/Statement of Income and Expenditure?
- Attached the organisation's bank details (to be verified by the Bank)?
- Attached any further information you may wish to add to support your application?

12. Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation.

On behalf of: (full name of organisation)

We, the undersigned, declare the following in submitting this application:

1. We are authorised to do so and to the best of our knowledge the information contained herein is true and correct.
2. We have read the Community and Partnerships Fund Policy and understand the requirements that will have to be met in receiving a Grant.
3. We consent to the Waitomo District Council collecting, retaining, disclosing and using the information and contact details of our organisation, provided in this application.
4. We consent to the Waitomo District Council obtaining information relating to this application and Grant from any other government department, person or organisation.

Signatory One

Name

Position

Signature

Date

Signatory Two

Name

Position

Signature

Date