

Waitomo District Council provides a Discretionary Grants budget each financial year to assist community clubs, groups and organisations. Applications are considered and determined on a quarterly basis.

The focus of the Discretionary Grant Fund (DGF) is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs.

### **Grant Eligibility**

To be eligible for funding assistance applicants need to demonstrate that the activity to be funded will benefit a group or groups of residents and ratepayers of the Waitomo District.

The DGF does not support funding applications submitted by individuals. Organisations and groups must operate within Waitomo District, be able to present annually reviewed or audited financial statements and reports, and must be:

- An Incorporated Society
- A Registered Charitable Trust
- Controlled or co-ordinated by an arm of Central or Local Government
- Controlled by an association of persons under an adopted constitution rules
- A Limited Liability Company fully owned by one of the above and operating for charitable purposes

Applications should include a profile summary of your group/organisation including purpose, activities, services, goals and objectives.

### **Groups Subject to Additional Conditions**

#### **Education Based Groups**

The DGF will not fund education based activities which should, in the view of a reasonable person, be the responsibility of their primary funder i.e Ministry of Education. The fund only supports projects sponsored by education providers where there is a clear general community benefit that will be derived from such a project.

#### **For-Profit Groups**

The DGF does not fund For-Profit Groups.

## **Supported Projects**

Examples of projects supported may include:

- Administration and operational costs e.g stationery
- Training costs for personnel
- Initial project costs e.g advertising
- Public education events
- Hall/facility hire
- Equipment hire

## **Ineligible Projects**

The following are examples of projects that would be deemed ineligible for support via the Discretionary Grants Fund:

- Items of a capital nature e.g buildings, furniture
- Travel
- Food and refreshments
- Loan/debt repayment
- Wages or subscriptions
- Individuals
- Completed projects

## **Incomplete or Ineligible Applications**

All incomplete or ineligible applications will not be considered for funding during the funding round.

## **Community Development Fund Policy**

Organisations considering applying for funding should read the Community Development Fund Policy to ensure that they understand and meet the eligibility criteria prior to lodging an application.

## 1. About your Organisation

Full Name

Postal Address

Physical Location

Contact Numbers     
Phone Mobile Fax

Email

### Legal Status

- Trust
  Formally Constituted Society  
 Incorporated Society
  Informal Group or Committee  
 Other (Please Describe)

Years of Operation

### Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- |  |  |   |
|--|--|---|
| <input type="radio"/> Culture and Recreation               | <input type="radio"/> Environmental and Animal Protection        | <input type="radio"/> International Organisations, Aid and Relief |
| <input type="radio"/> Education and Research               | <input type="radio"/> Development and Housing                    | <input type="radio"/> Religious Congregations and Associations    |
| <input type="radio"/> Health                               | <input type="radio"/> Civic and Advocacy Groups                  | <input type="radio"/> Business and Professional Associations      |
| <input type="radio"/> Social Services and Emergency Relief | <input type="radio"/> Philanthropic Organisation, Aid and Relief | <input type="radio"/> Not elsewhere classified                    |

**Purpose** - What are the organisations main purpose and objectives?

### Contact Persons

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 7 of the application.

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Phone(day)	<input type="text"/>	Phone(day)	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

### Referee Details

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Phone(day)	<input type="text"/>	Phone(day)	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

## 2. About your Project or Initiative

**Describe your Project** - Please describe the project you are seeking further support for.

**Length of Project/Anticipated Completion Date** - How long will your project or initiative continue for?

### Project Focus

Is your project or initiative focused within the Waitomo District?  Yes  No

If yes, which of the following Community Categories will benefit from the project or initiative? Tick as many, or as few, as appropriate.

Urban  Rural  All of District

**Community Benefit** - How will the Community benefit from your project or initiative?

### 3. Community Outcomes

The basis of this Community Development Fund is to ensure recipients are undertaking projects that make a positive contribution to achieving the Council’s Strategic Community Outcomes. Below is a list of Community Outcomes that contribute to the Community Development Activity. Please identify which outcomes your project or activity will contribute to. Tick as many or as few as appropriate.

- Vibrant Communities**
  - A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.
  - A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
  - A place where young people have access to education, training, and work opportunities.
  - A place where young people feel valued and have opportunities for input into the decisions for the District.
  - A place where we preserve the natural environment for future generations, ensuring that natural resources are used in a sustainable manner.
  
- Thriving Business**
  - A place that attracts more people who want to live, work and play, and raise a family.
  - A place where wealth and employment are created through local businesses and tourism opportunities and facilities are developed, facilitated and encouraged.
  
- Effective Leadership**
  - A place where the development and partnerships for the delivery of programmes and services is encouraged and pursued.

### 4. Funding for this Project or Initiative

- If you are GST registered, please **do not** include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attach written estimates for verification) and not just a total figure.

<b>Expenditure</b> Cost of the Project		<b>Income</b> How do you plan to fund the project	
<b>A</b> Total Cost of Project/Service	\$	<b>B</b> Funds for Project/Service	\$

<b>Total Amount Applied for(A - B)</b>	\$	
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## 5. Funding from other Parties for this Project or Initiative

Have you applied to, or do you intend to apply to, or will you receive funding from any other group for this project or initiative?

No  Yes

If Yes, please detail below:

Name of Group	\$

## 6. Previous Council funding for this Project or any other Service

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, previous annual grants / discretionary grants)

No  Yes

If Yes, please detail below:

What was the purpose of funding?	\$

## 7. Previous Funding for any other Projects or Initiative

Have you received financial assistance from any other body or organisation during the last three years for any purpose?

No  Yes

If Yes, please detail below:

<b>What was the purpose of funding?</b>	<b>\$</b>

## 8. 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.

## 9. Volunteer Support

What level of volunteer support will this project or service receive from your organisation?

Number of volunteer workers involved?

Describe the work volunteers will undertake

Resources supplied by volunteers

## 10. Further Information

Please add any further information you may wish to provide. This could include details of how you think the project will benefit our community 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. Declaration and Consent

In making this funding application I/we declare that:

1. I/we are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. Any funding received will be used for the project/initiative for which is was approved.
3. If the application is successful, on completion of our project/initiative, I/we agree to provide an accountability report to the Waitomo District Council.
4. I/we also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
5. I/we agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.
6. I/we have read the appropriate fund policy.

Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

## 12. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

### Have you:

Office Use

Applicant Use

- |                       |   |
|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> Completed ALL sections of the application?  |
| <input type="radio"/> | <input type="radio"/> Checked all figures within the application?   |
| <input type="radio"/> | <input type="radio"/> Attached a copy of your Financial Report/Accounts?  |
| <input type="radio"/> | <input type="radio"/> Attached Referee Details - Letters of Support?  |
| <input type="radio"/> | <input type="radio"/> Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account) |
| <input type="radio"/> | <input type="radio"/> Evidence of Legal Status (e.g. Certificate of Incorporation, AGM Minutes)   |

### Please send completed applications to:

Waitomo District Council  
PO Box 404  
Te Kuiti 3941

Ph: 07 878 0800  
Fax: 07 878 7771