Rangitikei District Council

Community Initiatives Fund
Application Form 2017/18

PLEASE NOTE

Applications close 12.00 pm (noon), Friday 3 November 2017. The Finance/Performance Committee will consider the applications at its meeting on 30 November 2017.

PURPOSE

The purpose of the Community Initiatives Fund is to support community based projects in the Rangitikei District that help to develop community cohesion and community resilience.

The Fund is open to all initiatives and opportunities which have potential to benefit the District's communities in one of the following areas:

- Community service and support (programmes/services to support local communities and groups);

- Leisure promotion (projects or programmes that promote participation in leisure within our communities. These can include activities and programmes to increase participation in leisure activities and increased participation in programmes that improve cultural well-being);

- Heritage and environment (projects or programmes which preserve and/or enhance heritage and/or environmental sites, including displays, open days etc.)

Because the characteristics of applications will vary from year to year, there are no fixed allocations for particular categories.

Preference is given to community organisations based in the Rangitikei, but applications will be considered from other organisations (both within and outside the District). Applicants from outside the Rangitikei District will need to provide quantifiable proof of their benefit to the Community.

Please complete this application form in conjunction with the associated notes.

CLOSING DATE FOR APPLICATIONS: 12.00 pm (noon) Friday 3 November 2017. Late applications will <u>NOT</u> be considered.

All sponsorship applications are copied into the Finance/Performance Committee Order Paper and are therefore available to the general public.

SEND YOUR APPLICATION TO:

Postal address: Grants Administrator, Rangitikei District Council,
Private Bag 1102, Marton 4741

Hand deliver to: Rangitikei District Council Office, 46 High Street, Marton; or
Taihape Service Centre, Town Hall, Hautapu Street, Taihape

Email: info@rangitikei.govt.nz

Applicant eligibility criteria:

Applicant must be able to meet all the criteria stipulated in the guidelines.

Applicant/organisation must be:

- Incorporated Society (certificate or documentation of proof must be supplied);

- Trust or Association (please supply documentation);

- Unincorporated community group

- Umbrella organisation with local branches.

It is expected that the 'umbrella organisation' will have an interest in the project for which funding is being sought.

Council is unable to issue funds directly to individual recipients.

1. APPLICANT DETAILS *(See applicant eligibility criteria)*

Full Name of
Organisation:_____

Street address:_____

Postal address: _____

_____

_____Post Code: _____

Contact 1 Name_____

Telephone (day) _____

Email:_____

Contact 2 Name_____

Telephone (day): _____

Email:_____

Legal Status *(see Applicant eligibility criteria)*

_____

IS YOUR ORGANISATION ACTING AS AN UMBRELLA ORGANISATION? ☐ Yes ☐ No

IS YOUR ORGANISATION GST REGISTERED? ☐ Yes ☐ No

If so, please provide your GST Number: ☐☐☐ ☐☐☐ ☐☐☐

Bank account: ☐☐ ☐☐☐☐ ☐☐☐☐☐☐☐ ☐☐☐

2. WHAT ARE THE OBJECTIVES OF YOUR ORGANISATION?
Attach additional sheets if you need to

_____

_____

_____

_____

Project eligibility criteria

All projects eligible for funding must:
* Take place within Rangitikei;
* Demonstrate consideration of how they see their proposal would benefit the community
* Provide 3 targets that will be used to monitor the outcome of the project
* Provide a realistic and balanced budget;
* Be able to contribute a significant proportion to the cost of the project (see Section 4).

Please note:

* Applicants cannot have been financially supported by the ratepayers of the Rangitikei District Council through some other means for the same project in the same financial year, i.e. through the Event Sponsorship Scheme, Community Boards/ Committees, Annual Plan etc.;

* Applicants cannot apply for funding from the Community Initiatives Fund more than once in any financial year;

* Proposals which are eligible for funding from Creative New Zealand or Sport New Zealand Rural Travel Fund must state clearly if they have made an application to or intend to apply to either fund. The Community Initiatives Fund assessment committee may limit funding to these groups.

* If you receive confirmation of funding from any other organisation before the Committee meets, you must inform the Grants Administrator at the Council.

3. YOUR PROJECT *(See project eligibility criteria)*

3.1 What is the name of your project? _____

_____

3.2 When will it take place? _____

3.3 Where will it take place? _____

3.4 What type of project are you planning?

☐ Ongoing activity, or

☐ New initiative

Please tick the **ONE** box that **_best_** describes your project. *(See Community Initiatives Fund Purpose definitions)*

☐ Community service and support, or

☐ Leisure promotion, or

☐ Heritage and environment

3.5 Describe your project in full:
Attach additional sheets if you need to.

_____

_____

_____

_____

3.6 How will the project enhance community health and wellbeing?
(Please select at least two of the following if relevant)

☐ Smoke-free
☐ Sugar-sweetened-beverage-free
☐ Water only
☐ Healthy food options:
    (Please select one) Some / Mostly / Only healthy options
☐ Alcohol safety / harm minimisation

Council is working with Healthy Families Whanganui/Rangitikei/Ruapehu to build healthier communities. Your support is appreciated.

Accountability Reports

Successful applicants will be required to report back (to the Chief Executive) on a six-monthly basis or at the conclusion of the project, whichever is later.

For all projects this will include reporting against the three targets that you have identified as indicating success.

Council will also seek your feedback on what worked well for your project and what could be improved.

Promoting Rangitikei District Council's support:
The support of the Rangitikei District Council must be acknowledged on all publicity material. Logos may be obtained from the Council Administrator. You will need to show how you have done this in the accountability report.

Hints and tips:

Describe your project in full.

In this section we want to know about the complete project, not just the portion you are seeking funding for.

Or you may have a project that supports a small number of people over a longer period of time. In this case you will need to explain the long term benefits of the project to this group.

Be sure to fully describe your target group or those who will benefit from your activity.

Relate your project back to the category under which you applied. If you ticked Heritage and Environment for example, you will need to demonstrate why this is a Heritage and Environment Project.

3.6 Who will benefit from your project?_____

_____

_____

_____

_____

_____

3.7 How will the people who will benefit from your project know

that it is happening? _____

_____

_____

_____

_____

3.8 How will you acknowledge the funding provided by Rangitikei District Council? *(See Promoting Rangitikei District Council's support)*

_____

_____

3.9 Nominate 3 targets that will demonstrate the success of your project and the benefit to the Rangitikei District. *Please refer to the funding guide as the targets set here will form the basis of your reporting back to Council when the project is completed.*

Target 1:_____

_____

Target 2:_____

_____

Target 3:_____

_____

_____

Funding Guide

An organisation may receive a grant for a project in one or more successive years, but must apply annually. All profits from the projects must be held over towards funding the next project.

Grants will usually be up to a maximum of $2,500 for any project in any one financial year.

Grants will not be made to organisations which have not complied with reporting requirements for previous grants.

This section asks for the **total** cost of your project. In the income section list the funding from **all sources**. Council is unlikely to fund 100% of project costs, so it is important that you do not restrict your costs to the amount of funding you are requesting.

Ineligible costs
* Facility development or funding for capital works (i.e. the cost of buildings or items necessary to operate the facility);
* Grants to individuals;
* Purchase or long-term lease of equipment or facilities;
* Food and beverage costs;
* Retrospective project costs;
* Costs of bonds or making good any damage done to venues that are hired;

You must provide valid, written quotes for all goods and services for which you are seeking funding.

If no quotes are supplied your application will be ineligible.

General overheads such as power costs, administration costs etc. must be based on proven figures from previous year's accounts.

Groups registered for GST must provide figures that are GST exclusive.

4. FINANCIAL INFORMATION *(See Funding Guide)* Please provide **all** costs and **all** sources of income for the project you are planning.
Attach additional sheets if necessary

4.1 Project Costs

Outline how much the project will cost to put on:

Item	Amount	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total Cost (GST inclusive / exclusive. Please delete one)	$	

4.2 Project Income

Outline how the costs of the project will be met:

Item	Amount	
Donated material	$	
Cash in hand towards project	$	
Intended fundraising (provide an estimate)	$	
Ticket sales	$	
Other sponsorship/grants (please specify source/s below)	$	
	$	
	$	
	$	
	$	
Total funds available (GST inclusive / exclusive. Please delete one)	$	

Amount of funding you are requesting

from Rangitikei District Council: $_____

Please provide a pre-printed bank account deposit slip (or a statement header) for payment should your application be successful.

Please attach your group's latest audited annual accounts. Any organisation that has given away or donated money to other organisations will not be granted Council funding. Recurring events also need to provide a balance sheet.

Quotes must be provided for all goods and services. For services such as power where it is not possible to get a quote, an estimate based on proven figures from previous years must be provided.

HAVE YOU ATTENDED TO ALL OF THE FOLLOWING?

Tick as appropriate

☐	Answered all of the questions?
☐	Does your financial information add up? **Please check!**
☐	Provided daytime phone numbers?
☐	Provided full details of your event and included extra pages as appropriate?
☐	Provide quotes for all appropriate items?
☐	Provided a pre-printed deposit slip or statement header?
☐	Provided your latest annual accounts?

All applications that do not have the full and complete documentation (including quotes) cannot be considered by the Committee.

Council staff will check all applications to ensure they meet the criteria included in this application form and are complete. Council staff will contact you for further information if necessary.

4.3 Has your group received funding from the Rangitikei District Council in the last 5 years? If yes, please list all grants made below.

Event/Project/Activity	Amount	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	

4.4 Please name two referees for your organisation and your project

Name: _____

Telephone (day): _____

Name: _____

Telephone (day): _____

5. DECLARATION

☐ I declare that the information supplied here is correct.

Name: _____

Signature: _____

Position in organisation: _____

Date: _____

☐ Please tick here if you would like to speak with the Committee about your project. The Committee will meet on 27 July 2017. The Grants Administrator will contact you with more details.