



# COMMUNITY GRANT Application Form

1. Organisation Name.....  
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2. Organisation Postal Address.....  
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3. Organisation Contact Person

Name ..... Position.....

Phone.....Email.....

4. Organisation Purpose

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5a. Is your organisation a Registered Incorporated Society?

**Yes / No** *If yes, please supply your registration number*.....

5b. Is your organisation registered with the Charities Commission?

**Yes / No** *If yes, please supply your Charities Commission number*.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address .....

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

**Yes / No** *If yes, please supply GST number*.....

**Please note:** If your organisation is GST registered and you are making a taxable supply, Council shall not be obliged to make any payment of the Grant plus GST until a valid GST invoice has been provided to Council, following the approval of the grant.

7. Describe the project you require funding for and how it fits the Community Grants criteria *(please attach additional sheets)*

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8. Where is your project located?

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9. What support do you have in the community for your project? *(please describe how your project came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

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10. How are your principal functions and/or activities of a not for profit nature?

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11. Is this service or project already provided by another group or agency? If yes, what and by whom?

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12. How much will your project cost? – Please provide **all** costs and **all** sources of income for the project you are planning. Please provide a breakdown on how you will spend the funding.

Item	Cost*	Funding Source/in Kind
<b>Total</b>		

\* Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

13. What is the amount you are applying for in this funding application?

Item	Cost*
<b>Total</b>	

14. Does anyone in your organisation have a conflict of interest with any of the contractors providing the quotes? If yes, please complete the table below.

Name of person in your organisation and his/her role	Contractor	Relationship

15. Does your project require a Resource Consent and if yes, how will this be funded?

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16. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much? .....

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17. What other sources of funding have you gained and what funding do you intend to apply for in order to complete your project? *(include any current funding applications for Council grants i.e. Community Grants, external agencies)*

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18. Will ongoing funding be required for your project? Yes/No

If yes, how will this funding be obtained?.....

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19. Please include the following information to support your application:

- Constitution, Rules or Trust Deed
- Meeting minutes/standalone resolution (if applicable)
- Reviewed or audited financial statement for the previous year
- Quotes
- Budget
- Any other supporting documents.....

**Contact person**.....

**Position in organisation** .....

**Address**.....

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**Telephone** (home).....(work).....

**Mobile**.....**Email** .....

**Signature of contact person**.....

**Name of person completing this application**.....

**Position in organisation**.....

**Contact – phone**..... **Email**.....

**Signature** (if different to contact person) .....