

## Application Form - Individual

All sections must be completed and supporting material attached to the back of the form (see section 8 Checklist). More information can be found on our website [www.whakatane.govt.nz](http://www.whakatane.govt.nz) or by contacting our Governance Support Advisors on (07) 306 0500.

Completed applications must be sent to: Chief Executive  
Whakatāne District Council  
Private Bag 1002  
Whakatane 3158

### WHICH COMMUNITY BOARD ARE YOU APPLYING TO?

For each project or service you may apply to ONE of the following discretionary funds only:

Rangitāiki Community Board

Tāneatua Community Board

Murupara Community Board

#### NOTE

The Whakatāne-Ōhope Community Board has a different form – see website

### HELPFUL INFORMATION BEFORE FILLING OUT THE FORM

- No retrospective funding applications will be considered.
- You must live within the community board area you are seeking funding from.
- Supporting documentation on how you worked out your costs is required to justify the amount sought.
- Applications will be considered at the next appropriate Community Board meeting
- Grants generally up to \$500 will be considered to support an individual attending international or national events.
- Applicants will be invited to attend the Public Forum at the commencement of the Board meeting the application will be considered at to provide a brief overview of the application. You will be notified of the time and date prior to the meeting.
- A declaration of expenditure and results report is required once the event has taken place.
- Funds not uplifted within six months from allocation will lapse.
- Applications are accepted throughout the year subject to funding availability.

## 1

### CONTACT DETAILS

1.1

Name:

Daytime Phone:

Email:

Postal address for correspondence:

## 2

### ABOUT YOUR FUNDING REQUEST

2.1 Please provide a title for the event for which you are seeking funding (approx 8 words):

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2.2 Give a brief description your achievements relevant to your application request *(if you require more space, please list the key points here and attach a full description to the back of this form):*


2.3 When is the event taking place? Ongoing  OR Starts: \_\_\_\_\_ Finishes: \_\_\_\_\_

2.4 Funding Description – tick the appropriate boxes

- Provision of seeding funding for community events
- Support for Community Projects
- Purchase of works of art for public reserves
- Projects associated with youth and the elderly
- Facility development and upgrades including property owned by community organisations
- Pride and beautification projects within the community
- Board generated projects, events or initiatives
- Promotion and advertising
- Attendance at National or International Competition

2.5 The Whakatāne District Council has adopted a set of Climate Change Principles to ensure that climate change be considered in all decisions. Please consider potential impacts to Climate Change that the project/event may have.


## 3

### MEASURING THE SUCCESS YOUR PARTICIPATION AND FUTURE PLANS

3.1 What do you hope to achieve and what are your future plans?


3.2 Which of the following of the Council’s Community Outcomes applies? – tick the appropriate boxes

<input type="checkbox"/>	<b>Effective Leadership</b> - Striving for our Future Wellbeing
<input type="checkbox"/>	<b>Community Needs</b> – A caring community
<input type="checkbox"/>	<b>Quality Services</b> – Excellent Value for Money
<input type="checkbox"/>	<b>Valuing our Environment</b> - Sustaining for future generations
<input type="checkbox"/>	<b>Reliable and Affordable Infrastructure</b> – Meeting current and future needs
<input type="checkbox"/>	<b>Sustainable Economic Development</b> – Working in partnership

3.3 What will happen if:  
 ▪ this funding application is unsuccessful or,  
 ▪ only a portion of the funds are received or,  
 ▪ a guarantee against loss is provided rather than a grant?

<input type="checkbox"/>	The project will proceed as outlined
<input type="checkbox"/>	The project will be delayed (please specify expected length of delay): _____
<input type="checkbox"/>	The project will be downgraded
<input type="checkbox"/>	The project will be prevented from being carried out

## 4

### OTHER COUNCIL FUNDING

4.1 What funding assistance has your group/organisation applied for **and/or** received from the Council over the past 3 years – either by way of a grant or ‘in kind’ support:

Year	Amount received	Purpose

## 5

### FINANCIAL DETAILS OF YOUR REQUEST

**Note: All figures to include GST (if any).**

5.1 Please provide a breakdown of the budget for which you are seeking assistance:

PROJECT COSTS		PROJECT INCOME	
Description of cost*	Amount	Income source	Amount
Salaries / wages	\$	Applicant organisation's contribution	\$
Postage/telephone/administration	\$	Fundraising	\$
Advertising / promotion	\$	Donations / sponsorship	\$
Professional fees	\$	Entry fees	\$
Travel costs	\$	Value of donated material	\$
Project materials	\$	Other Grants applied for (please specify):	\$
Labour cost	\$		\$
Venue / equipment hire	\$		\$
Other costs (please specify):	\$	Other income (please specify):	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>TOTAL ESTIMATED COST</b>	<b>(a) \$</b>	<b>TOTAL INCOME</b>	<b>(b) \$</b>

**TOTAL FUNDING  
SHORT FALL**  
(i.e. 'a' minus 'b')

(c) \$

## 6

### DECLARATION

I do solemnly and sincerely declare and acknowledge that:

- The details we have given in all sections of this application are true and correct to the best of our knowledge.
- We have the authority to commit our group to this application.
- All information contained in this application is subject to the Local Government Official Information and Meetings Act 1987, and will be included in a **publicly available** agenda.  
*(If you do not wish for any personal details to be made public, please indicate this in your application. The information is held and administered by Whakatāne District Council in accordance with the Privacy Act 2020 and Whakatāne District Councils Privacy Policy.)*
- The Council may collect from third parties any information it deems necessary about the applicant or the application.
- A declaration of expenditure and results report is required once the event has taken place.

Name:	
Signature:	
Date:	
Any personal details to withhold:	

## 7

### CHECKLIST

Please complete the following checklist to ensure you have completed the application process and attached all necessary information:

- All sections of this form have been completed
- You have attached a bank generated deposit slip verifying your bank account details
- You have attached information on your plans, costings or quotes for your expenses
- You have made a copy of this application for your future reference