

## Application Form - Organisation

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  
Whakatane 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**

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

### HELPFUL INFORMATION BEFORE FILLING OUT THE FORM

- No retrospective funding applications will be considered
- Supporting documentation on how you calculated your costs is required to justify the amount sought
- Applications will be considered at the next appropriate Community Board meeting
- The project must be held within the community board area you are seeking funding for
- The Community Board has the option to collaborate with other Boards in the joint funding of major projects
- Grants of up to \$1,000 may be considered to support groups attending international or national events
- Boards generally lean towards funding an annual or biannual event once, but reserve the right to consider each one on a case by case basis
- A 'guarantee against loss' may be offered to support an event that may require either seeding or back up finance – this is to give you confidence that funds up to the value offered will be available following the event if it runs at a loss
- 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.
- If successful, applicants will be required to use the relevant Community Board logo on advertising material and other items associated with the event or project to acknowledge the grant made
- A declaration of expenditure and project report is required once the project has been completed
- Funds not uplifted within six months from the allocation date will lapse
- Applications are accepted throughout the year subject to funding availability

## 1

### CONTACT DETAILS

1.1 Name of your organisation:

Phone:

Fax:

Email:

Website:

Postal address for correspondence:

1.2 Name of principal contact:

Position held in group:

Phone (day):

Fax:

Mobile:

Email:

1.3 Name of secondary contact:

Position held in group:

Phone (day):

Fax:

Mobile:

Email:

## 2

### ABOUT YOUR ORGANISATION

2.1 How long has your organisation been operating?

2.2 What are your group's main objectives and activities?

2.3 Is your group GST registered? No

Yes

Yes, GST No\*: \_\_\_\_/\_\_\_\_/\_\_\_\_

**3****ABOUT YOUR FUNDING REQUEST**

3.1 Please provide a title for the project, service, event proposal for which you are seeking funding (approx 8 words):

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3.2 Give a brief description of the project, service, event proposal for which you are seeking funding (*if you have a separate project plan or require more space, please list the key points here and attach a full description of your proposal*):

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3.3 How long does the project, service or proposal run?

Starts: \_\_\_\_\_

Ongoing:

Finishes: \_\_\_\_\_

3.4 Funding Description – tick the appropriate boxes

- Provision of seeding funding for a community event
- Support for a Community Project
- Purchase of works of art for public reserves
- Project associated with youth or the elderly
- Facility development or upgrade - including property owned by community organisations
- Pride and beautification project within the community
- Board generated project, event or initiative
- Promotion and advertising
- Attendance at National or International Competition

3.5 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.

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## 4

### MEASURING THE SUCCESS YOUR PROJECT, SERVICE OR EVENT PROPOSAL

4.1

Show us how you will measure that your project, service or event proposal is successful by outlining the benefits to the community


4.2

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

- Effective Leadership** - Striving for our Future Wellbeing
- Community Needs** – A caring community
- Quality Services** – Excellent Value for Money
- Valuing our Environment** - Sustaining for future generations
- Reliable and Affordable Infrastructure** – Meeting current and future needs
- Sustainable Economic Development** – Working in partnership

4.3

What will happen to the project 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?

- The project will proceed as outlined
- The project will be delayed  
(please specify expected length of delay): \_\_\_\_\_
- The project will be downgraded
- The project will be prevented from being carried out

## 5

### FINANCIAL DETAILS OF YOUR PROJECT, SERVICE OR PROPOSAL

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

Please provide a breakdown of the budget for the project, service or proposal 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

### OTHER COUNCIL FUNDING

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

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

## 7

### DECLARATION

We the undersigned 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:	
Position held in group:	
Signature:	
Date:	
Any personal details to withhold:	
Name:	
Position held in group:	
Signature:	
Date:	
Any personal details to withhold:	

**8****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
- Read the funding description and ticked the appropriate category
- You have attached a bank generated deposit slip verifying your bank account details
- You have attached a separate copy of your project plan where one has been developed
- You have attached quotes for expenses for your project, service or event proposal where these have been obtained
- You have attached a copy of your latest audited accounts or balance sheet or, if you are a new group, a statement of estimated income and expenditure for your first year
- The declaration form has been signed by two members of your organisation that have the authority to do so
- You have made a copy of this application for your future reference