

# Community Development Community Agency Funding

## Application Form

For office use only	#
Application received	
Funds requested	
Funds allocated	

### Organisation name

### What is the application for?

Rental costs

Other (please specify)

*Please note that if the application is over \$50,000 a business case is required in addition to this application.*

### Organisation details

*Including purpose,  
membership, history in  
community.*

### Status (if applicable)

Charitable Trust

Incorporated Society

Charities Commission Number

*Please attach a copy of Certificate of Incorporation.*

### Postal address

### Contact person 1

Email address

Phone (daytime)

### Contact person 2

Email address

Phone (daytime)

Programme dates Start date

Completion date

## The current situation

1. What does your project / programme aim to change or improve?

*Why is it necessary?*

a) What evidence do you have of the problem or opportunity your project / programme will address?

*This may be specific data or a general/anecdotal observation. The information could come from your own or another organisation.*

b) What is the background and/or context of the problem or opportunity?

*What has been done before? What else is happening?*

## About the project / programme

2. Describe your project / programme.

*Provide a description of the project to be funded and how it will be delivered. If you have a separate event plan (or similar), this can be attached and referred to.*

3. Who will mainly benefit from your project / programme?

*Specific people, approximate numbers.*

4. What is the main **outcome(s)** your project / programme will achieve? How will you assess this?  
*What is the overall improvement you are aiming for? The outcome should be written as a simple, clear and concise statement that describes the intended result to be achieved. E.g., X% of users reported increased self-esteem.*

5. What is the main **outputs** that your project / programme will deliver? How will you record this?  
*This is a count of the amount of the particular activity that is delivered. Eg: We will have XX number people use our XX service.*

## Financial information

6. Please complete this simple budget outline to show how the funding would be used.

*Applications over \$50,000 are also required to supply a Business Case, Annual Statement of Accounts, Balance Sheet, and monthly Bank Statements.*

Project / programme budget	Council funding sought	Other funding for event	Total
Salaries / wages			
Administration			
Accommodation / rent			
Equipment			
Conference / meetings			
Promotion / marketing			
Resources (please specify e.g. stationery)			
Telephone, internet			
Travel			
Tutor Fees			
Other (please specify)			
Other (please specify)			
<b>TOTAL</b>			

7. What other funding are you applying for?

Organisation	Amount requested	Date results known

8. Briefly describe any voluntary effort and/or donated material provided for this project / programme

Voluntary effort	Donated material

9. What will happen to the project / programme if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?

## Completing your application

To ensure that your application is complete, please check that you have attached the following:

- Quotes for the project costs.
  - Confirmation of bank account details (e.g., pre-printed bank slip).
  - Applications over \$50,000 require Annual Statement of Accounts, Balance Sheet and monthly Bank Statements.
  - Certificate of Incorporation (if applicable).
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**Declaration** *This must be completed by a Contact Person listed.*

I/We hereby declare that the information supplied here on behalf of myself /our organisation, to the best of my/our knowledge, is true and correct and that I/we have the authority to make this application on behalf of our group (if applicable).

I/We hereby declare that we have a Health and Safety Plan in place for the project / programme.

I/We consent to Ashburton District Council collecting the personal contact details provided above, retaining and using these details for the purpose of review of the Community Agency Funding. I/We acknowledge my/our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

I/We understand that my/our project/programme details may be used for promotion of the Community Agency Funding and that I/we will be contacted if Ashburton District Council wishes to use these.

I/We understand that the funds received as a result of this application may only be used for the purpose in which they were granted and that a report form with supporting invoices must be submitted to Ashburton District Council on completion of the project/programme.

**Name**

**Signature / electronic signature**

**Date**

Applications close 5pm on Thursday 28<sup>th</sup> February, 2019

Electronic applications are welcomed and can be **emailed to** [info@adc.govt.nz](mailto:info@adc.govt.nz)

Alternately please **drop a copy** at the Council office on 5 Baring Square West, Ashburton

Or **mail to:**

Community Grants  
Ashburton District Council  
PO Box 94  
Ashburton 7740

PH: 03 307 7700