



## PROJECT APPLICATION FORM – COMMUNITY INITIATIVES FUND

### IMPORTANT INFORMATION

- please complete one application form per project
- if you require assistance please contact the Community Development Officer at the Kaikoura District Council
- for clarity please type or print in black ink. Applications are photocopied.

**Please complete this form by ticking the appropriate boxes and writing in details in the spaces provided.**

Applications are open all year, and will be considered monthly.

Closing date for applications is at 4pm 1<sup>st</sup> Friday of the Month to enable the funding committee to consider applications within the calendar month the application is submitted.

### **Send your application to:**

Postal address:           **Community Initiatives Fund**  
Kaikoura District Council  
PO Box 6  
Kaikoura

Hand deliver or Courier to:   34 Esplanade

Mark your application for the attention of  
Susi Haberstock, Community Development Officers

**Late applications will be held over to the following month.**

## First check your eligibility

### ELIGIBILITY CRITERIA

The eligibility and funding criteria are set out in the attached information sheet.

- Will your project take place within this district?
- Will your project benefit the local communities within this District?
- Will your project duplicate existing events and projects in the Kaikoura District?

**Your project will not be considered if it has started before this application has been assessed.**

### FUNDING CRITERIA

- Will the project contribute to the social, economic cultural and environmental well being of the Kaikoura District's citizens?
- Will the project increase the range and diversity of community events available to communities?
- Will the project enhance or contribute toward the achievement of the Kaikoura District Council's Strategic Plan?

If you have ticked any of the above, continue.

### Is funding sought for:

- Projects that will have started by the time grants are announced?
- Catering and/or fundraising costs?
- A project already funded by Creative New Zealand?
- A conference?

**If you have ticked any of the above your project may not be eligible. Contact the Community Development Officer at the Council office before continuing.**

# 1 Tell us about your organisation

1.1 Full name of organisation: \_\_\_\_\_  
\_\_\_\_\_

1.2 Street address: \_\_\_\_\_

1.3 Postal address: \_\_\_\_\_

1.4 Telephone/fax number: \_\_\_\_\_

1.5 Email address: \_\_\_\_\_

1.6 Please name two people we can contact if we need further information.

Name: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Fax: \_\_\_\_\_

1.6 What are your organisation's objectives? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.7 Is your organisation a legally constituted trust or incorporated society?

Yes  No

1.8 Are you registered for GST?  Yes  No

GST number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please note:

- Applicants who are not GST Registered need to provide budget figures that are GST inclusive (goods and services)
- Applicants who are GST Registered need to provide budget figures that exclude the GST component. Successful applicants who are GST registered may submit a separate GST invoice to your local authority.

1.9 Please name up to two referees for you and your project.

Name: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Fax: \_\_\_\_\_

## 2 The project

2.1 Please tell us about your project in full (attach additional sheets if you wish).

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2.2 When will your event take place?

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2.3 Will the event take place in Kaikoura Township or outlying areas?

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2.4 Will the majority of participants, or those whom you expect to benefit from your project/event, be coming from within the Kaikoura District?  
(Please estimate)

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2.5 Will the event primarily involve a particular cultural or ethnic group? Please indicate which group:

General community

Māori

Pacific Islands

Other defined community



## Money and resources

### 3.1 Outline the costs of your project.

- you may include a percentage of overhead costs which apply to the project.
- where appropriate, please include written quotes.
- organisations not registered for GST should include GST in their estimates.

Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>A. Total cost</b>	\$ _____

### 3.2 Please outline how you intend to fund the project, excluding application.

Donated materials	\$ _____
Cash in hand towards the project	\$ _____
Loans if applicable	\$ _____
Charge to participants or membership subscription	\$ _____
Other sponsorship / grant (please specify source)	\$ _____
Intended fundraising (provide an estimate)	\$ _____
Expenditure on project to date	\$ _____
Other	\$ _____
<b>B. Total funds available</b>	\$ _____

### 3.3 Please work out below the amount of funding requested.

A. Total cost of project	\$ _____
B. Less total funds available	\$ _____
C. Difference	\$ _____
D. Amount requested	\$ _____

3.4 What other grants, loans, and guarantees against loss have you applied for with this project?

Date	Source Type	Amount	Funding received
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## 4 Financial background

4.1 If you are an existing group or organisation, provide details from your most recent set of annual accounts

4.2 If you are not a legal entity, provide details of your umbrella organisation's most recent set of annual accounts.

## 5 Final check

**I declare that the information supplied here is correct. If the application is successful, I/we agree to:**

- i) return a completed project report form (which will be sent to me in due course)
- ii) participate in any funding audit of my organisation or project conducted by the local authority.

(This consent is given in accordance with the Privacy Act 1993).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Date: \_\_\_\_\_

### **HAVE YOU ATTENDED TO ALL OF THE FOLLOWING? (Tick as appropriate)**

- Answered all of the questions?
- Do your project figures add up? Please check!
- Provided full financial details?
- Provided full details of your project?
- Provided daytime phone numbers?
- Have authorised and signed approval if coming under the umbrella of a legal entity?
- Attached all information requested with your completed application?