



PROJECT APPLICATION FORM – COMMUNITY INITIATIVES FUND

IMPORTANT INFORMATION

- please complete one application form per project
- please contact the Community Development Officer at the Kaikoura District Council **before** submitting an application (319 5026 ext 235)
- 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 1st Friday of the Month to enable the funding committee to consider applications within the calendar month the application is submitted.

Send your application to: Community Initiatives Fund

Postal address: Kaikoura District Council
 PO Box 6
 Kaikoura

Hand deliver or Courier to: 34 Esplanade

Mark your application for the attention of
Madeleine Burdon, Community Development Officer

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 3 points, continue.

NB - 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 4 points your project may not be eligible. Contact the Community Development Officer at the Council office before continuing with your application.

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).

2.2 When will your event take place?

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

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)

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
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
A. Total cost	\$ _____

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. Total funds available	\$ _____

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?