

Waikouaiti Coast Community Board

FUNDING APPLICATION

ORGANISATION APPLYING FOR FUNDING

Name: _____

This should match the name of the organisation's bank account.

Address: _____

Postcode: _____

Contact person: _____ Position: _____

Email: _____ Phone: _____

Has your organisation applied for funding from the Board in the last 5 years? ☐ yes ☐ no

If granted, what was the funding used for? _____

PROJECT OR EVENT FOR WHICH FUNDING IS REQUESTED

Name: _____

Description: _____

Expected project completion / event date: _____

How will the project / event benefit the Waikouaiti Coast community?

The project / event is: ☐ one-off ☐ annual ☐ biennial ☐ ongoing ☐ other (*please specify*)

Total cost of project / event: \$ _____ Amount already raised: \$ _____

Amount requested from the Waikouaiti Coast Community Board: \$ _____

Please specify amount requested/granted from other source(s), including Dunedin City Council sources:

How will the rest of the project cost be covered? _____

CHECKLIST – please complete

I would like to attend a Board meeting to speak to this application ☐ yes ☐ no

I understand that if funding is granted, my organisation is expected to report to the Board at the end of the project and within 12 months of the meeting at which the grant was awarded. ☐ yes

I attach the following documents with the application form:

- ☐ Evidence of organisation's bank details (showing bank logo, account name and number)
- ☐ Itemised project budget
- ☐ Quotes for goods or services (where relevant)
- ☐ Most recent financial statement.

FUNDING CRITERIA AND GUIDELINES

The Waikouaiti Coast Community Board is allocated \$10,000 each financial year to support projects, activities and initiatives that benefit the Waikouaiti Coast community.

Funding may be allocated through the following categories, as identified in the Board's Community Plan:

Category A: Community Grants – Funding for community-led projects, activities and initiatives.

Category B: Board Projects and Activities – Funding for Community Board-led projects, activities and initiatives.

1. Funding is available, subject to Board approval, for applications that demonstrate a benefit to the wider Waikouaiti Coast community.
2. Applicants must contribute at least 30% of the total project cost.
3. An organisation may not receive more than one grant from the Board within a financial year.
4. Applications must identify any other organisations from which funding has been sought for the project and the outcome of those applications.
5. Funding will not be granted retrospectively and cannot be used for the payment of wages or salaries.
6. Applicants are encouraged to attend a Waikouaiti Coast Community Board meeting at which their application is considered to speak to their application and answer any questions the Board may have.
7. Any approved funding will be paid directly into the organisation's bank account.
8. The project must be completed within 12 months of the grant being awarded. If the project cannot be completed in this timeframe, an extension must be approved by the Board prior to the expiry of the 12-month-period. Otherwise, the funding must be returned.
9. At the completion of the project, the organisation must submit a Project Completion Report, detailing expenditure and outcomes achieved.

To discuss your application prior to submission, contact Board Chair, Alasdair Morrison, via info@calmarine.co.nz or 0274 354 384

To submit your application, please email the completed application form and accompanying documents (see checklist above) to the Governance Support Officer at gsoteam@dcc.govt.nz or post it to Governance Support Team, Dunedin City Council, PO Box 5045, DUNEDIN 9058

Applications should be received **at least two weeks before** the Board meeting at which they will be considered.

Privacy: Your application, including your name, may be published in agenda papers and meeting minutes available on the DCC website. Contact details are required to process your application; however, if these relate to an individual rather than an organisation, they will be removed from publicly available agenda papers.