

Saddle Hill Community Board

FUNDING APPLICATION

ORGANISATION APPLYING FOR FUNDING

Name: _____

This should match the name on the organisation 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 Saddle Hill 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 Saddle Hill 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

1. Funding is available, subject to the Board's approval, for applications that can demonstrate a benefit to the wider Saddle Hill community.
2. An organisation may not receive more than one grant from the Board within a financial year.
3. Applications must identify other organisations from which funding has been sought for this project and whether it was granted.
4. Funding will not be granted retrospectively and cannot be used for payment of wages.
5. Applicants are encouraged to attend a Saddle Hill Community Board meeting to speak to their application and answer any questions the Board may have.
6. Any funds approved will be paid directly into the organisation's bank account.
7. The project must be completed within 12 months of the grant being awarded. If not completed, an extension must be requested from the Board prior to the end of the 12-month-period or the funding must be returned.
8. At the end of the project, the organisation must submit a project completion report, detailing expenditure and outcomes.

To discuss your application prior to submission, contact Board Chair, Paul Weir, via pgweir@hotmail.com
OR 021 039 4260

Please email your completed application form and accompanying documents (see checklist above) to the Governance Support Officer at: gsoteam@dcc.govt.nz

or post to: Governance Support Team, Dunedin City Council, PO Box 5045, DUNEDIN 9058