

Application for Project Funding from the West Harbour Community Board

Name of group/individual applying for funds:

Address:

Contact person: Position held/phone & email:

Alternate contact person: Position held/phone & email:

Short description of project (please continue on a separate sheet if needed):

Funding Sources	Requested/raised	Received/raised
WHCB		
Total		

- Please provide an itemised budget of the project on a separate sheet.
- Please also attach 2 quotations for work, goods or services if appropriate and any additional information which may be useful in explaining your project.

What is the timeframe for completing the project? [OR What is the date of your event/project?]

Is your project a one-off, annual or biennial event?

How will the project benefit your organisation?

What are the benefits to the wider community of your project?

Has your group made an application to the Board for funding support within the last five years?

Yes ☐

No ☐

If granted, how much & what was that money used for? _____

NOTES: Please refer to the 'Discretionary Funding Guidelines' for guidance on the Board's priorities. Although applications will be considered on their merits, regard will also be had to ensuring a fair allocation over all the Board area and the amount of funding remaining in any financial year. This application form is also available on www.dunedin.govt.nz.

Please be aware that if successful you/your organisation is required to submit a final report to the West Harbour Community Board within 3 months of completion of your project

Bank Account: please supply ONE of the following:

pre-printed deposit slip

copy of a bank statement

bank verified handwritten deposit slip with your/your organisation's name, account number & bank details

screen shot from internet banking showing clearly your/your organisation's name, account number & bank details

Contact: governance.support@dcc.govt.nz or telephone 477 4000, or Francisca Griffin with any questions (refer to <https://www.dunedin.govt.nz/your-council/community-boards/west-harbour> for contact details)

Privacy Statement: Please note that the information contained in this application will be available to the media and public. If you wish to have any information withheld please contact the Governance Support Officer.

Return completed form to: West Harbour Community Board, c/o Dunedin City Council, PO Box 5045, Dunedin 9058 or email to governance.support@dcc.govt.nz

Appendix 2: Discretionary Funding for Community Boards

The following guidelines have been approved by Dunedin community boards for the distribution of their discretionary funding:

Guidelines

Implicit in the decision to provide discretionary funding for community boards are the following principles:

1. The discretionary budget should be funded by the general rate.
2. Each board receives the same amount regardless of the size of its territorial area, population or the capital value of the community area.
3. Discretionary funding by the Boards should be identified as a line item in the Annual Plan, so it is subject to public comment in the consultation process. It is over to individual community boards if they wish to determine or indicate a likely apportionment of allocations.
4. Expenditure should be for works or services of local significance to the community board. However, where there are consequential ongoing support or maintenance costs which will need to be funded by the Council in future years, the Council's prior approval will be required.
5. Discretionary expenditure should be in accordance with the priorities set in the community board's Community Plan.
6. The Community Boards need to be aware of the Council's contracts and capital expenditure projects proposed for each community area before the Boards finalise discretionary funding allocations.

Guidelines for Allocations from the West Harbour Community Board's Discretionary Fund

Each of Dunedin's six community boards has a discretionary fund of \$10,000 per annum, funded from the general rate.

The West Harbour Community Board will make allocations from its fund to projects throughout the community based on the priorities set in its Community Plan. Included in this will be an allowance of up to \$4,000 for Board activities and projects. However, if this sum is not used for these purposes then the residue should be made available for use on Community-initiated projects.

Groups and/or organisations wishing to apply for funds will be required to complete the *Application for Funding from the West Harbour Community Board* form.

Evaluation Report:

An evaluation report should be completed by successful applicants and returned to the Board within six months of the receipt of the donation. Failure to do so may be to the detriment of any future applications. A form will be supplied for this purpose.

Note:

All allocations from the discretionary fund will be supported by a resolution passed at a formal meeting of the Board.