



Applicant Information

NAME OF ORGANISATION APPLYING

ADDRESS
.....

REGISTERED FOR GST YES / NO REGISTERED GST No.

EXECUTIVE OFFICER

CONTACT PERSON

(Under the Privacy Act (1993) consent from this person must be given before their details are recorded here)

TELEPHONE (Daytime).....(Evenings).....

Objectives of Applicant

.....

Purpose for which grant sought

.....

COST OF PROJECT \$.....

OTHER GRANTS SOUGHT \$.....

AMOUNT SOUGHT \$.....

OTHER GRANTS RECEIVED \$.....

AMOUNT IN HAND \$.....

HOW WILL SHORTFALL BE MET

.....
.....

Financial Information

<u>INCOME</u>		<u>TOTAL ASSETS</u>	\$.....
Donations/Grants:	\$.....		
Fundraising	\$.....		
Other Income	\$.....		
<u>TOTAL</u>	\$.....		
<u>EXPENDITURE</u>	\$.....	<u>TOTAL LIABILITIES</u>	\$.....
<u>NET INCOME</u>	\$.....	<u>EQUITY</u>	\$.....
<u>PREVIOUS GRANTS</u>	\$.....	
	Year		
<u>FROM HDC</u>		
	Year		

Do you receive financial assistance from any other source: YES/NO If yes, give details

.....

.....

.....

What Community Projects have you done in the last 12 months?

.....

.....

.....

.....

.....

.....

How will the community benefit from this project funding?

.....

.....

.....

.....

.....

.....

Checklist

1. Did you receive funding under the Horowhenua District Council's General Grants scheme last year? **Yes / No**

2. Have you completed and returned an "Accountability Form" for previous funding received? **Yes / No**
If not, please return it prior to lodging this application.

3. Have you answered all relevant questions and supplied all information required?

4. Have you attached a copy of the latest balance sheet?

Signed

Designation

Date

PLEASE RETURN TO:

**Special Projects Officer,
Horowhenua District Council,
Private Bag 4002,
126-148 Oxford Street, Levin**

NOTE: APPLICATIONS CLOSE ON FRIDAY, 30 JULY 2010

Note For information regarding funding schemes and agencies both private and public with funding available please make free use of the Funding Information Service (FIS) at the Levin Public Library

CRITERIA - GENERAL GRANTS FUND

All applications under the General Grants Fund should link to a Community Outcome contained in the current Long Term Council Community Plan.

- 1. Eligible Groups and Organisations are:**
 - (a) Those located within the Horowhenua District and are charitable, non-profitable and dependent on community support.
 - (b) Those that provide a community service free of charge i.e. Befrienders, Samaritans, Food Banks, Surf Lifesaving, etc.
 - (c) Those that have no other source of funds or have limited revenue-generating capacity.
 - (d) Those organisations or groups who wish to get established and meet the aforementioned criteria.
- 2. Those who would be ineligible are:**
 - (a) Primary and Secondary Schools, hospitals or other groups funded substantially from Central Government or who have other independent means or regular income.
 - (b) Organisations needing considerable capital funding.
 - (c) Individuals.
- 3. Eligible Purposes:**
 - (a) Operational or administrative costs.
 - (b) Purchase of specific items of equipment or material for the ongoing operation of the applicant group.
 - (c) Promotion of the eligible group.
- 4. Ineligible Purposes**
 - (a) Salaries.
 - (b) New buildings.
 - (c) Visitor Accommodation.
 - (d) Capital improvements to facilities not owned by applicants.
 - (e) Sports and recreation organisations or arts and cultural projects that could be funded from alternative sources.
 - (f) In order to build up a fund for a future activity, i.e. not used within the year of the grant.
5. Applications must be supported by applicant's latest balance sheet or financial statement. Any financial assistance received from other sources must also be disclosed. Full details must be provided to assist Council in determining your application.
6. Funds held by applicants, and tagged for specific purposes, should be clearly identified in the financial statements provided with the application.
7. Incomplete applications could result in your request for financial assistance being declined.
8. No late applications will be accepted.
9. Upon completion of the project, but not later than 30 June, successful applicants must account for all funding allocated by completing an accountability form and attaching copies of all receipts applicable to the application.
10. Failure to adequately account for funding allocated may preclude further applications to this Grant Fund.
11. Grants allocated under this fund must be used and accounted for prior to 31 July in the financial year the grant was allocated. Any funds not uplifted, or not used, by this time will be forfeited.
12. Allocation of a grant in one year does not automatically guarantee funding in future years.
13. Any significant changes to the proposed project must be advised to the fund administrator immediately.
14. If the application is successful, recognition of Council's grant must be made in any advertising or promotion of the applicant's project.

For assistance please contact the Special Projects Officer