

HERITAGE PROJECT FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor:
Yes No
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz.
- Please ensure you have read the **Guidelines** on [Heritage Project Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for the funding application form:
Yes No
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Waikato District Heritage Project Fund

Project

Section I – Your details

1. Name of your organisation and contact person

2. What is your organisation's purpose/background (who are you? what do you do?)

3. Phone number/s

4. Email / Address (Correspondence will be emailed from funding@waidc.govt.nz)

5. If you are a Registered Charity (we require your registration number & confirmation that your organisation

registration is current)

Section 2 – Your event / project

1. Please provide details of how the project aligns with the goals identified through the forum and that it meets the outcomes of the **Waikato District Council Heritage Strategy**.

2. **What is your event / project, including date and location?** *(please describe in full the project details)*

3. **How will the wider community benefit from the heritage project?**

4. **Will the heritage project be visible or accessible to the wider community?** *(please provide details)*

Are you GST registered? No Yes GST Number / / _ _ _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation’s legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4).

Section 3 – Funding requirements

1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the “Project Breakdown” (Total B)

Please complete all of the following sections	GST Inclusive Costs	GST Exclusive Costs
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	<i>(use this column if you are NOT GST registered)</i>	<i>(use this column if you are GST registered)</i>
What is the <u>total</u> cost of your project/event	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown <i>(itemised costs of funding being sought)</i>	GST Inclusive Costs <i>(use this column if you are NOT GST registered)</i>	GST Exclusive Costs <i>(use this column if you are GST registered)</i>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$	\$

3. Has / will funding been sought from other funders? Yes No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$

Total funding applied for <i>(Add totals A, B, and C together to make Total D)</i> Total D	\$	\$
Note : This total should equal the Total Cost of the Project		

4. Describe any donated material / resources provided for the project:

Section 4 – Previous Funding Received from Waikato District Council

1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:

What Board / Committee	Type of Project / Event	Date received	Amount

2. Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above.

NOTE: This will be checked and confirmed by council staff.

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: _____ **Date:** _____

I certify that the funding information provided in this application is correct.

Name: _____ **Date:** _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

**Incomplete applications will not be accepted and will be returned*

Section 5 – Accountability

1. Successful applicants will be notified in writing of the grant.
2. An invoice will need to be provided from your organisation in order for payment to be made.
 - **For non GST registered groups GST is included in the amount granted.**
 - **An invoice will need to be provided that includes:**
 - Only the total amount funded and the statement "Our organisation is not registered for GST".
 - **For GST registered groups GST is paid on top of the amount granted.**
 - **An invoice will need to be provided that includes:**
 - Your organisations full name, address and GST registration number.
 - The words "Tax Invoice" in a prominent place (the words "Invoice" or "GST Invoice" are not acceptable).
 - The GST exclusive price, the total amount of the GST charged, and then the total cost.
3. For projects above \$10,000 funds cannot be uplifted until all sufficient additional funds for the project are approved.

4. Project updates will be required on a basis relevant to the size of the project.
5. Successful applicants **must** complete a project accountability report within 2 months of the completion of the project.