

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- It is recommended that, prior to submitting your application, you contact the Waikato District Council's community development co-ordinator, on 07 824 8633 or 0800 492 452, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- *Please read the Guidelines for Funding Applications document to assist you with completing this application form.*
- Please note that incomplete applications WILL NOT be considered. **All parts of the application MUST be completed** and all supporting information supplied.
- All applications must be on this application for funding form. We will not accept application forms that have been altered.
- The **checklist on page 5 MUST be completed.**

Waikato District Community Wellbeing Trust Fund
Project

Section I – Your details

Name of organisation

What is your organisation's purpose?

Address: (Postal)

Address: (Physical if different from above)

Contact name, phone number/s and email address

Charities Commission Number: (If you have one)

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

Bank account details ____/____/____/____

Bank _____ **Branch** _____

The following documentation is required in support of your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- Encoded deposit slip to enable direct credit of any grant payment made
- A copy of any documentation verifying your organisations legal status

Section 2 – Community wellbeing and outcomes

Which of the five community outcomes for the Waikato district does this project contribute to?
(See the guidelines sheet for more information on this section.)

Accessible **Safe** **Sustainable** **Thriving** **Vibrant**

Waikato District Community Outcomes

Accessible Waikato - A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato - A district where growth is managed effectively and natural resources are protected and developed for future generations.

Thriving Waikato - A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

Healthy Waikato - A district with services and activities that promote a healthy community.

Safe Waikato - A district where people feel safe and supported within their communities.

Section 3 – Your event/project

What is your project, including date and location? *(please provide full details)*

How many volunteers are involved? Who is involved in your project?

How will the wider community benefit from this project?

Section 4 – Funding requirements

Note : Please provide full details of how much your project will cost, how much you are seeking from the Waikato District Council and other providers, details of other funding and donated materials/resources being sourced, and current funds in hand to cover the costs of the project.

<i>All fields must be completed in the following sections</i>	GST Inclusive Costs
Total cost of the project/event	\$

Existing funds available for the project Total A	\$
--	----

Funding being sought from Waikato District Council Project Breakdown <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	
	\$
	\$
	\$
	\$
	\$
	\$
Total B	\$

Funding been sought from other funders?	
a)	\$ _____
b)	\$ _____
c)	\$ _____
d)	\$ _____
Total C	\$ _____

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

Describe any donated material / resources provided for the project:

Section 5 – Previous Funding Received from Waikato District Council

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

Name of fund and project description	Amount received	Date

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

Signed: _____ Name: _____

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

Signature: _____ Date: _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: _____ Date: _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

Please ensure you have completed all parts of the funding application form by marking the boxes below and include copies of all accompanying documentation required.

Please also ensure you attach the completed checklist with your application.

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	
Discussed your application with the Waikato District Council community development co-ordinator	
Nominated the fund you are applying for	
Completed Section 1 – Your details	
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	
Enclosed a copy of any documentation verifying your organisations legal status	
Included copies of written quotes	
Completed Section 2 - community outcomes	
Completed Section 3 – details of your event/project	
Completed Section 4 – Funding requirements – Budget and quotes need to match. Include copies of written quotes.	
Completed Section 5 where funding has been received in the previous 2 years	
Obtained two signatures on your application	

Please note: Incomplete applications will not be considered. Applicants will be requested to submit relevant outstanding information within 5 days or their application will be returned.