

**WAIKANAE CAPITAL IMPROVEMENT GRANT  
APPLICATION FORM**

**WAIKANAE COMMUNITY BOARD  
WAIKANAE CAPITAL IMPROVEMENT GRANT 2015/2016**

Interest received on the Waikanae Capital Improvement Fund provides money for the Waikanae Capital Improvement Grant, which assists Waikanae organisations with capital projects. An amount of approximately \$34,000 is available in the 2015/2016 financial year for this purpose.

**Criteria**

The criteria for the Waikanae Capital Improvement Grant are as follows:

1. Projects must be of benefit to a significant portion of the Waikanae community;
2. There must be significant input of locally raised funds;
3. Grants must conform to the accountability requirements for other Council grants i.e. business plan and annual accounts must be provided for grants greater than \$5,000;
4. Applications must be supported by at least three quotations (where appropriate) for the capital works for which funding is being requested; and
5. Applications must be for capital expenditure only. For the purpose of this application, capital expenditure is considered to be money spent by an organisation to acquire equipment or to upgrade and improve assets, and may include items such as property or buildings.

**Generally this funding round is only once a year – advertising is placed in local newspapers and organisations are invited to apply. Applications** will be considered by the Waikanae Community Board at their Board meeting to be held on (Date to be advised) at the Waikanae Community Centre, Utauta Street, Waikanae.

In addition to a simple business plan and a copy of the organisation's annual accounts for grants requests over \$5,000, applicants are expected to provide:

- Total projected project costs;
- Total amount raised by the organisation to date;
- Expected revenues and sources;
- Total amount requested;
- Contingencies; and
- A process for managing any identified risks for the project.

Applications including supporting information should be sent to:

Jayne Nock  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
PARAPARAUMU 5254

jayne.nock@kapiticoast.govt.nz

Successful applicants are required to provide an accountability report back to the Board detailing how the WCB Capital Improvement Funds were spent.

This must be completed within a six month period.