

Community Grants application form

Please visit <https://www.kapiticoast.govt.nz/community-grants> to make sure you meet the eligibility criteria *before starting this application*. All questions must be completed.

1. Organisation & Contact Details

Name of organisation:

Postal address:

Contact Person:

Daytime contact number:

Email:

G.S.T Number

Briefly describe the type(s) of social services your organisation provides to the community.

Number of people in the past year that have accessed your organisations services/programme who live in the Kāpiti Coast District.

- fewer than 5 people
- between 6–20 people
- between 21–40 people
- between 41–60 people
- between 61–80
- over 80 people

Over the past year have the people that access your programme/service:

- increased
- decreased
- no change

Which area(s) do you service:

- Paekākāriki
- Raumati South
- Raumati
- Paraparaumu
- Waikanae
- Te Horo
- Ōtaki

Age range(s) of people who use your service/programme:

- Preschool 0–5
- School Age 5–12
- Youth/young adults 13–24
- Adults 25–64
- Seniors 65+
- Older Seniors 80+
- All

Ethnicity of people that use your service:

- All
- Asian
- Māori
- NZ European/Pākehā
- Pasifika
- Other (*please note*):

Briefly describe the benefits of this activity/project to the community.

3. Financial Details

- If you are registered for GST please do not include GST in these costs
- Round all figures to the nearest dollar
- Attach quotes and any further supporting documentation

Project costs

List all the costs eligible for this project eg, training costs, equipment purchase/hire, administration, publicity/educational material, other?

Expense	Cost (\$)

Total Project Cost (A) \$

Income

How will your group contribute financially to the project eg, Current contracts, grants (successful or proposed), sponsorship, fundraising, cash savings, other?

Income	Amount (\$)

Your contribution is (B) \$

To find out how much money you require for your project, subtract your contribution (B) from the Total Project Cost (A). The answer is the amount you need in order for your project to go ahead.

Your organisation must provide a financial contribution.

Please attach a current statement of income and expenditure.

Have you applied to any other organisation for funding for this project?

- Yes
 No

If yes, please list the organisation(s), amount applied for, and when you expect to know the outcome.

Organisation	Amount (\$)	Status (successful/unknown/unsuccessful)

What will you do if you cannot raise all the money required?

Have you received funds from any organisation in the last 2 years?

- Yes
 No

If yes, please list the organisation(s), the project, amount received, and the year received.

Organisation	Project	Amount (\$)	Year

4. Declaration

(Please check)

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.
- If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to Council.
- We have obtained the consent of the other contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Signature:

Date:

Name:

Contact names

Please give the names of two people who we can contact during the day if we need more information. The first contact must be the person who filled out the form.

Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

1. Name _____

Phone (day) _____

Phone (evening) _____

2. Name _____

Phone (day) _____

Phone (evening) _____

Checklist

Please ensure you have completed all the checklist items before submitting your application:

- attached a current statement of income and expenditure
- included fully itemised budget for this project including written quotes
- checked your figures add up
- answered every question
- given 2 daytime contact people

Email this form and required documentation to communitygrants@kapiticoast.govt.nz

Or you can print and send to

Community Grants
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Or deliver to

Community Grants
Kāpiti Coast District Council
175 Rimu Road
Paraparaumu