

## Community Grant application form

Visit [www.kapiticoast.govt.nz/community-grants](http://www.kapiticoast.govt.nz/community-grants) to make sure you meet the eligibility criteria before starting this application. All questions must be completed.

**Name of organisation:**

**Postal address:**

**Primary contact person:**

**Daytime contact number:**

**Email:**

**Secondary contact person:**

**Daytime contact number:**

**Email:**

**GST Number (if applicable)**

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

**Number of Kāpiti residents in the past year that have accessed your organisations services/programmes?**

- fewer than 10
- between 10 and 50
- between 50 and 100
- more than 100

**Over the past year have the people that access your programme/services;**

- Increased
- Decreased
- No change

**Which area(s) do you service?**

- Paekākāriki
- Raumati
- Paraparaumu
- Waikanae
- Ōtaki

**Age range(s) of the people who your services/programmes;**

- Preschool 0-5
- School age 5-12
- Youth/young adults 13-24
- Adults 25-64
- Seniors 65+

**Ethnicities of the people who your services/programmes;**

- Asian
- Māori
- Middle Eastern/Latin American/African
- NZ European/Pākeha
- Pacific Peoples
- Other – please specify \_\_\_\_\_
- Unknown

## Activity/Project details and benefits

**Total amount requested:**  
(must be a dollar amount and no more than \$2000)

**Project/Activity Title:**

e.g. Volunteer training, Tree Planting in Schools, Administration Costs Assistance

**Is this a new or ongoing activity/project?**

- New
- Ongoing

**Briefly describe the activity or project for which this application is being made:**

What are you wanting to do?

**Briefly describe the benefit of this activity/project to the community?**

**Have you considered how you might reduce carbon emissions associated with this activity/project?**

- Yes
- No

**If Yes, please describe the actions you have identified that will help reduce carbon emissions?**

**If No, would you like someone from our Climate Change team to contact you to discuss any practical steps your activity/project may be able to implement?**

- Yes
- No

## Financial information

### Financial details

- If your GST registered, please do not include GST in these costs.
- Round all figures to the nearest dollar.
- Attach quotes and supporting documentation.
- Your organisation must make a financial contribution to the project.

### Budget

Income	Amount
How will your group contribute financially to the project e.g current contracts, grants (successful or proposed), sponsorship, fundraising, cash savings, other?	e.g., \$300
<b>Total Income</b>	



Project costs	Amount
List all the project costs and make sure these are allowable under the criteria.	e.g., \$300
<b>Total Costs</b>	

## Supporting Information.

- Please attach a current statement of income and expenditure for your organisation.
- Please attach relevant quotes and other supporting information.

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

### Other funders

Have you applied for any other funding for this activity/project?

Yes

No

If yes, please provide details below. Include any other KCDC (Kāpiti Coast District Council) funds.

Date applied <small>Must be a valid date</small>	Organisation and Fund <small>Please include organisation name and fund name.</small>	Amount <small>\$</small>	Outcome <small>Successful, Unsuccessful, Pending</small>

**Previous funders**

**Have you received funds from any organisation, including KCDC, in the last 2 years?**

- Yes
- No

If yes, please provide details below.

<b>Date received</b> <small>Must be a valid date</small>	<b>Organisation and Fund</b> <small>Please include organisation name and fund name.</small>	<b>Amount</b> <small>\$</small>	<b>Project</b> <small>What activity/project was funded?</small>

## Declaration

### Declaration

- 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 the 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.

### I have read and agree to all the terms and conditions

Signed:

Position:

Date: