

ŌTAKI - COMMUNITY BOARD INITIATIVES FUND GRANT – APPLICATION FORM

The Ōtaki Community Board was granted \$20,000 in the Long-term Plan for the year 2021/22 and \$20,000 for year 2022/23.

This Initiatives funding is additional to the discretionary funding the Community Board is allocated through the existing grant processes and is an opportunity for the Community Board to use in support to meet the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities and engagement.

General Principles

- The funding cannot generate an asset that belongs to the Council. Funding is for operational expenses only.
- All health and safety obligations under the Health and Safety at Work Act rest solely with the beneficiary of the funding issued.
- Funding cannot be issued directly to each Community Board or the Council.
- Unallocated funds cannot be carried over to the next financial year.

The purpose of the Ōtaki Community Board's Initiatives Fund is to provide financial assistance for the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities and engagement.

Criteria

- The applicant must be non-profit making, unused funds must be returned to the Board at the end of the project.
- The applicant must use the funding for a project or activity that support to meet the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities and engagement.
- A total of \$40,000 is available to be allocated to community projects and can be awarded to multiple projects or a single project at the board's discretion. Further, the total fund may not be awarded at the Ōtaki Community Board's discretion.
- An Ōtaki Community Board member will be assigned to each project and must be updated on progress for each Board meeting until the completion of the project.
- Completion must be within one calendar year of the funding being awarded.

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Accountability

Applicants are required to provide written confirmation that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Ōtaki Community Board requires all monies that are not used for the purpose applied for to be returned to the Initiatives Fund.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.

The above conditions and criteria do not preclude the Ōtaki Community Board from considering any application at its discretion.

Applications are to be addressed to:

Samara Shaw, Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

samara.shaw@kapiticoast.govt.nz

PLEASE NOTE:

Applications must be received by the Kāpiti Coast District Council by midday on 5 September, in order to meet the reporting deadline.

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Applicant Details

Name: _____

Organisation (if applicable): _____

Address: _____

Daytime Contact Phone _____

Email: _____

Please describe your project:

Why do you need this funding? (Please attach further information that will help your application)

When do you need it (start date)? _____

What are the expected benefits to you (the applicant)?

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How can you demonstrate what benefits you can provide to the Ōtaki area as a result of providing you with this grant?

Costs (travel, accommodation etc)

Income (fundraising, grants, saving)

Total	\$	Total	\$

How much are you applying for?

Total \$ _____

Are you GST Registered?

Yes / No

(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)

What other funds have been sought for this project/activity? *(Please list)?*

Please list any grants received from the Ōtaki Community Board in the past 3 years?

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Declaration

I certify that the information provided above is accurate:

Signature:

Date:

Send application to:

Samara Shaw, Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Email address:

samara.shaw@kapiticoast.govt.nz

For direct credit payment, if application is successful, please provide:

Bank Name:	
Bank Account Name:	
Bank Account Number:	