

# WAIKANAĒ COMMUNITY BOARD CAPITAL IMPROVEMENT FUND GRANT 2022/23 APPLICATION FORM

## Criteria for Capital Improvement Fund Grants

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 \$37,000 is available in the 2022/23 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/social media and organisations are invited to apply. **Closing date is 5:00pm Friday, 2 June 2023** and completed applications will be considered by the Waikanae Community Board at the meeting to be held on **Tuesday, 13 June 2022** 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.

### Accountability

Successful applicants are required to provide an accountability report back to the Board details how the Waikanae Community Board Capital Improvement Funds were spent, within **six months** of receipt of the grant.

### Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

### Applications are to be addressed to:

Democracy Services Team  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

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## Applicant Details

Name: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Have you applied for funding before from the Waikanae Community Board?

*If so, please list when and how much*

**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.*

**Are you an incorporated society?** Yes / No

*If yes, please attach a current Certificate of Incorporation*

## How did you hear about the Capital Improvement Grant?

## Declaration

*I certify that the information provided above is accurate:*

Signature: .....

Date: .....

### Send application and supporting documentation to:

Democracy Services Team  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

OR

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## Please attach:

- ✓ **A bank deposit slip, for direct credit payment if application is successful**
- ✓ **Supporting information that will help your application**