

18 July 2019



**Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) – reference: 5535959**

I refer to your information request we received on 3 July 2019 requesting the following:

*Can you please tell me how much grant money is allocated to our four specific community boards and how the amount they each get is qualified.*

*Further, what's the criteria that controls how the boards dispense these funds.*

**Council response regarding your request**

Please find attached amounts allocated to each Community Board Grant.

The Community Board Grant budgets have been in place for a number of years and have merely had an increase applied in each budgeted round to account for inflation, unless the board made a case during an Annual Plan or Long Term Plan consultation period which was taken into consideration.

Please also find attached the grants criteria for each Community Board.

Yours sincerely



**Janice McDougall**

Group Manager People and Partnerships  
Te Kaihautū, ngā Rangapū, Tāngata hoki

Community Board	Memo	Total	Annual
		Budget	Plan
		2018/19	2019/49
			Final
			2019/20
Paekakariki	29030 GRANTS	5,796	6,038
Paraparaumu/Raumati	39030 GRANTS	21,852	22,777
Waikanae	48930 WAIK COMMUNITY AFFAIRS GRANT	6,264	6,534
Waikanae	48932 WAIKANAЕ PROMOTION	35,100	36,587
Waikanae	48933 WAIKANAЕ CAPITAL IMPROVEMENT GRANT	35,100	36,587
Otaki	58932 OTAKI COMMUNITY AFFAIRS GRANT	12,540	13,066
Otaki	58936 GRANTS - KCDC CONSENTS	5,748	5,994
Otaki	58937 OTAKI GRANTS - SPORT & RECREATION	5,748	5,994
	<b>Grand Total</b>	<b>128,148</b>	<b>133,577</b>

**ŌTAKI COMMUNITY BOARD  
BUILDING & RESOURCE CONSENTS GRANTS - APPLICATION FORM**

**APPLICANT DETAILS**

Name: .....

Organisation (if applicable): .....

Address: .....

Daytime Contact Phone: .....(Day).....(Night)

Email: .....

**WHY DO YOU NEED THIS FUNDING?** (Please attach further information that will help your application)

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**WHEN DO YOU NEED IT (START DATE)?**: .....

**WHAT ARE THE EXPECTED BENEFITS TO YOU (THE APPLICANT)?**

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**WHAT ARE THE EXPECTED BENEFITS TO THE ŌTAKI WARD?**

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**ARE YOU GST REGISTERED?** Yes / No

**COSTS** (travel, accommodation etc) **INCOME** (fundraising, grants, saving)  
(Where possible please supply written quotes)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**HOW MUCH ARE YOU APPLYING FOR?** Total \$ .....

**HOW YOU WILL FUND THE SHORTFALL IF THIS GRANT IS NOT APPROVED?**

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ŌTAKI COMMUNITY BOARD  
BUILDING & RESOURCE CONSENT GRANTS FUND CRITERIA

**Building & Resource Consent Grants**

The Ōtaki Community Board will consider the applications for remission of hall hire/rentals and/or Council permit, licence or resource consent fees that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.  
*( this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)*
- youth organisations supporting youth initiatives.
- Activities undertaken by community groups that advances the general enjoyment and wellbeing of the community.  
*( this relates to groups that while not having a particular focus on improving social wellbeing, environmental, economic and cultural that they do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)*

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**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward.
2. Groups that provide cultural, sports, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events which are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board.

5. Remission of hall rentals for worthy causes in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community Board.
6. Grant to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

### **Please Note:**

**Applications must be forwarded to the Kapiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

**ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS - APPLICATION FORM**

**APPLICANT DETAILS**

Name: .....

Organisation (if applicable): .....

Address: .....

Daytime Contact Phone:.....(Day).....(Night)

Email: .....

**WHY DO YOU NEED THIS FUNDING?** (Please attach further information that will help your application)

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**WHEN DO YOU NEED IT (START DATE)?** .....

**WHAT ARE THE EXPECTED BENEFITS TO YOU (THE APPLICANT)?**

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**WHAT ARE THE EXPECTED BENEFITS TO THE ŌTAKI WARD?**

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**ARE YOU GST REGISTERED?** Yes / No

**COSTS** (travel, accommodation etc) **INCOME** (fundraising, grants, saving)  
(Where possible please provide written quotes)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**HOW MUCH ARE YOU APPLYING FOR?** Total \$ .....

**HOW WILL YOU FUND THE SHORTFALL IF THIS GRANT IS NOT APPROVED?**

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.....

**HAVE YOU APPLIED FOR FUNDS FOR THE SAME PURPOSE FROM ANY OTHER SOURCE? YES/NO**





ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS FUND CRITERIA

**Community Grants**

The Ōtaki Community Board will consider the applications that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.  
*(this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)*
- individual young people or youth organisations where there is an opportunity to excel at a range of cultural, community, environmental or educational achievements
- progressing the activities of community groups in the areas of culture, social or economic that advance the general enjoyment and wellbeing of the community.  
*(this relates to groups that while not having a particular focus on improving social wellbeing, do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)*

•  
**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward and can include individuals or groups.
2. Groups that provide cultural, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged, people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events that are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, environmental, social or educational activities within the local district.
4. Unique and specially meritorious events that meet none of these criteria, at the discretion of the Board.

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

**ŌTAKI COMMUNITY BOARD  
SPORTING ACTIVITY GRANTS - APPLICATION FORM**

**APPLICANT DETAILS**

Name: .....

Organisation (if applicable): .....

Address: .....

Contact Phone: ..... (Day).....(Night)

Email:.....

**WHY DO YOU NEED THIS FUNDING?** (Please attach further information that will help your application)

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**WHEN DO YOU NEED IT (START DATE)?**: .....

**WHAT ARE THE EXPECTED BENEFITS TO YOU (THE APPLICANT)?**

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**WHAT ARE THE EXPECTED BENEFITS TO THE ŌTAKI WARD?**

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**ARE YOU GST REGISTERED?** Yes / No

**COSTS** (travel, accommodation etc)  
Where possible please supply written quotes

**INCOME** (fundraising, grants, saving)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**HOW MUCH ARE YOU APPLYING FOR?** Total \$ .....

**HOW WILL YOU FUND THE SHORTFALL IF THIS GRANT IS NOT APPROVED?**

.....

**HAVE YOU APPLIED FOR FUNDS FOR THE SAME PURPOSE FROM ANY OTHER SOURCE?** **Yes/No**  
*(IF YES, GIVE FULL DETAILS, USING SEPARATE SHEET IF NECESSARY)*

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ŌTAKI COMMUNITY BOARD  
SPORTING ACTIVITY GRANTS FUND CRITERIA

**Sporting Activity Grants**

The Ōtaki Community Board will consider the applications that support:

- Individuals, sporting groups, (preferably focused on youth) where there is an opportunity to participate and to excel in a range of sporting activities. *(the Community Board will not consider applications relating to sporting activities where there is a potential for these to be funded by SPARC.)*
- community groups providing sporting and active recreational opportunities within the Ward, where they contribute to health and wellbeing of the community and encourage people to participate in active recreation.
- Community activities which provide sporting events within Ōtaki Ward which are open to general community involvement.

**Eligible Groups**

- 1 Applicants must reside in the Ōtaki Ward.
- 2 Groups that provide cultural, sports, environmental or social services will be eligible.
- 3 Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
- 4 Groups must be non-profit making.
5. Purely recreational groups shall be eligible in relation to youth, the aged, and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent sports and active recreation events which are important to the Ōtaki Ward.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of sports and active recreation activities within the Ōtaki Ward.
4. Unique and especially meritorious effort in sport or recreation events that otherwise meet none of the above criteria, at the discretion of the Board.

**Please note:**

**For the purpose of transparency and clarity, the Board asks applicants to coordinate their multiple applications when seeking funding for the same team/club/event.**

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

CRITERIA FOR COMMUNITY GRANTS

The purpose of the Paekākāriki Community Board's Community Grants is to provide financial assistance for projects or activities that promote the well being of the Paekākāriki community and show clear community benefit.

**Eligible Organisations/Individuals**

1. The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

**Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki Community. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application (maximum of five pages in total).

**Eligible Purposes:**

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*;
5. The remission of hall rental\*.

\* within **the current financial year** of the project or activity

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

**Maximum Grant**

The maximum grant payable is **\$500**.

**Accountability**

Applicants are required to provide written confirmation or a verbal report 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 Paekākāriki Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

**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.
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

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

**Applications are to be addressed to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60-601  
Paraparaumu 5254

[judy.rennie@kapiticoast.govt.nz](mailto:judy.rennie@kapiticoast.govt.nz)

**PLEASE NOTE:**

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paekākāriki Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paekākāriki Community Board are held every six weeks.



**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Applicant Details**

Name: .....

Organisation (if applicable): .....

Address: .....

Daytime Contact Phone: ..... Email: .....

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

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**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 Paekākāriki area as a result of providing you with this grant?**

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 .....

**Costs** (travel, accommodation etc)

**Income** (fundraising, grants, saving)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

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)**

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**Please list any grants received from the Paekākāriki 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:** Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

**Email address:** judy.rennie@kapiticoast.govt.nz

**Please attach:**

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

**PARAPARAUMU/RAUMATI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

CRITERIA FOR COMMUNITY GRANTS

The purpose of the Paraparaumu/Raumati Community Board's Community Grants is to provide financial assistance for projects or activities that promote the well being of the Paraparaumu and/or Raumati community and show clear community benefit.

**Eligible Organisations/Individuals**

1. The organisation/individual must undertake its activities in the Paraparaumu/Raumati area. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu/Raumati areas.

**Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paraparaumu/Raumati Community. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paraparaumu/Raumati Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application (maximum of five pages in total).

**Eligible Purposes:**

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*;
5. The remission of hall rental\*.

\* within **the current financial year** of the project or activity

**PARAPARAUMU/RAUMATI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

**Maximum Grant**

The maximum grant payable is **\$500**.

**Accountability**

Applicants are required to provide written confirmation or a verbal report 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 Paraparaumu/Raumati Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

**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.
2. Applications must include a bank deposit slip.

***The above conditions and criteria do not preclude the Paraparaumu/ Raumati Community Board from considering any application at its discretion.***

**Applications are to be addressed to:**

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

[jayne.nock@kapiticoast.govt.nz](mailto:jayne.nock@kapiticoast.govt.nz)

**PLEASE NOTE:**

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paraparaumu/Raumati Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paraparaumu/Raumati Community Board are held every six weeks.

**PARAPARAUMU/RAUMATI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Applicant Details**

Name: .....

Organisation (if applicable): .....

Address: .....

Daytime Contact Phone: ..... Email: .....

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

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**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 Paraparaumu/Raumati area as a result of providing you with this grant?**

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**Costs** (travel, accommodation etc)

**Income** (fundraising, grants, saving)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**PARAPARAUMU/RAUMATI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

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)**

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**Please list any grants received from the Paraparaumu/Raumati 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:** Jayne Nock, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

**Email address:** jayne.nock@kapiticoast.govt.nz

**Please attach:**

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

# WAIKANAE CAPITAL IMPROVEMENT GRANT APPLICATION FORM

## WAIKANAE COMMUNITY BOARD WAIKANAE CAPITAL IMPROVEMENT GRANT 2018/2019

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 \$35,000 is available in the 2018/2019 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. Closing date is 31 May 2019 and completed applications will be considered by the Waikanae Community Board at their Board meeting to be held on 18 June 2019 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:

Tracey Waye  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
PARAPARAUMU 5254

[tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@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.**

**WAIKANAĒ CAPITAL IMPROVEMENT GRANT  
APPLICATION FORM**

**APPLICANT DETAILS**

Name: .....

Organisation (if applicable): .....

Address: .....  
.....

Daytime contact phone: .....

Email: .....

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

If so, when and for how much? .....

.....  
.....

**ARE YOU GST REGISTERED?** Yes / No

**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? .....

.....

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.

**DECLARATION**

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

Signature: .....

Date: .....

**Please send your application, including any supporting information to:**

Tracey Waye  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60 601  
PARAPARAUMU

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*Please **attach** a bank deposit slip  
to enable payment to be made if application is successful*



**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Priority**

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

**Eligibility Criteria**

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

**Applications will be considered for:**

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

**Ineligible purposes**

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

***Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.***

## WAIKANAĒ COMMUNITY BOARD DISCRETIONARY GRANTS – CRITERIA

### Grant allocation guidelines

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

*Note – all applications must include full supporting documentation.*

### Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

### Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

### Procedure for applications

Applications are to be made on the approved application form and addressed or emailed to:

Tracey Waye  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

[tracey.waye@kapitcoast.govt.nz](mailto:tracey.waye@kapitcoast.govt.nz)

**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – APPLICATION FORM**

**Applicant Details**

Name: .....

Organisation (if applicable): .....

Address: .....

.....

Daytime contact phone: .....

Email: .....

**Why do you need this funding? (If necessary, attach further information to support your application)**

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**When do you need it (start date)?** .....

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

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**What are the expected benefits to the Waikanae area?**

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**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – APPLICATION FORM**

**COSTS** (travel, accommodation etc)

**INCOME** (fundraising, grants, saving etc)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

How much are you applying for?      \$ .....

	Yes / No	If yes, what is the amount being applied for in each year?	Grant	Year
Are you applying for three years of funding?			\$.....	.....
			\$.....	.....
			\$.....	.....

Are you GST registered?      Yes / No

Please list any grants received from the Waikanae Community Board over the last three years and any funding applications made to other entities:

.....

.....

.....

.....

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

Signature: .....      Date: .....

**Please attach any supporting information and send your application to:**

Tracey Waye, Executive Secretary  
Kāpiti Coast District Council, Private Bag 60 601, Paraparaumu 5254  
or email: [tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@kapiticoast.govt.nz)

*Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Waikanae Community Board meeting date, in order to meet the reporting deadline.*

***Please attach a bank deposit slip  
to enable payment to be made if application is successful***

## **WAIKANAĒ COMMUNITY BOARD PROMOTION FUND – CRITERIA**

### **Priority**

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

### **Eligibility Criteria**

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for “events based” activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

### **Does the application promote Waikanae by:**

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to **ONLY** funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

### **Accountability**

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

### **Procedure for applications**

Applications are to be made on the approved application form and addressed to: Tracey Waye, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: [tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@kapiticoast.govt.nz).

***Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.***

***Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.***

**WAIKANAЕ COMMUNITY BOARD  
PROMOTION FUND – APPLICATION FORM**

**Applicant details**

Name: .....

Organisation (if applicable): .....

Address: .....  
.....

Daytime contact phone: .....

Email: .....

**Which of the following criteria does your application fit? (please tick)**

- Promotions within the Waikanae Ward
- “Events based” activities
- Exceptional circumstances

**Why do you need this funding?** (If necessary, attach further information to support your application)

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**When do you need it (start date)?** .....

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

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**What are the expected benefits to the Waikanae area?**

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**WAIKANAĒ COMMUNITY BOARD  
PROMOTION FUND – APPLICATION FORM**

**Costs** (travel, accommodation etc)

**Income** (from fundraising, grants, savings etc)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

How much are you applying for? \$.....

	Grant	Year
Are you applying Yes / No	\$.....	.....
for three years of	\$.....	.....
funding?	\$.....	.....
If yes, what is the		
amount being		
applied for in each		
year?		

Are you GST registered? Yes / No

Are you an incorporated society? Yes / No  
*If yes, please attach a current Certificate of Incorporation*

**Please list any grants received from the Waikanae Community Board over the last three years and any funding applications made to other entities:**

.....  
 .....  
 .....  
 .....

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

**Signature:** ..... **Date:** .....

**Please attach a “Calendar of Events and Activities” for this year and note the activities which you may require funding for. Send this calendar, any supporting information and your application to:**

Tracey Waye, Executive Secretary  
Kāpiti Coast District Council, Private Bag 60 601, Paraparaumu 5254

or email: [tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@kapiticoast.govt.nz)

***Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Waikanae Community Board meeting date, in order to meet the reporting deadline.***

***Please attach a bank deposit slip  
to enable payment to be made if application is successful***