

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.

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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:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254

democracy.services@kapiticoast.govt.nz

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

Applicant Details

Name:

Organisation (if applicable):

Address:

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

COSTS (travel, accommodation etc)

INCOME (fundraising, grants, saving etc)

Total	\$	Total	\$

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:

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

Signature: Date:

Please attach any supporting information and send your application to:

Democracy Services Team
Kāpiti Coast District Council, Private Bag 60 601, Paraparaumu 5254

or email: democracy.services@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***