

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

**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: Democracy Services Team, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: [democracy.services@kapiticoast.govt.nz](mailto:democracy.services@kapiticoast.govt.nz).

***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.***

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

**Applicant details**

Name: .....

Organisation (if applicable): .....

Address: .....

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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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**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?**    \$.....

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

**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:**

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**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:**

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

or email: [democracy.services@kapiticoast.govt.nz](mailto: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.***

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