

DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS APPLICATION FORM

The purpose of the Districtwide Facility Hire Remission Grant is to provide financial assistance for groups or individuals who promise a future into the development of community, cultural or sporting activities within the District.

The programme is to assist facility users whose event is benefitting the District as a whole rather than an individual community.

Eligible Organisations/Individuals

1. Applicants must reside in the Kāpiti Coast District.
2. Eligible organisations include those that provide community, cultural or sports activities within the District as a whole.

Applications will be considered for:

1. The remission of facility hire, within **the current financial year** of the project or activity.
2. That the remission of facility hire rental for “worthy causes” be in line with Council policy in that all remissions of facility rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council or Community Boards.

Ineligible Purposes

Grants will not generally be considered retrospectively (applications must be received by the Kāpiti Coast District Council prior to the event taking place).

Maximum Grant

The maximum grant payable is **\$1,000** per grant.

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

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.

Assessment Procedure

The Grants Allocation Committee (Districtwide Facility Hire Remissions) will assess all eligible applications and allocate the funds in accordance with the programme’s criteria and protocols. In assessing applications the Committee will consider measures such as (but not limited to):

- The clear aims and objectives of the applicant;
- The project or event for which the grant is requested;

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- Where appropriate, evidence of a sound management structure and good financial management;
- How closely the application fits with the scheme criteria;
- The identification and evaluation of local needs;
- The use of any previous money granted by Council;
- The level of community involvement in the project; and
- The expected outcomes and benefits of the service/project for the Kāpiti Coast District.

Applications are to be addressed to:

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

tracey.waye@kapiticoast.govt.nz

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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 the Kāpiti Coast District?

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Your budget:

Costs (travel, accommodation etc)

Income (fundraising, grants, saving)

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Total	\$		Total	\$	
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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 Districtwide Facility Hire Remissions Fund in the past 3 years

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Declaration

I certify that the information provided above is accurate:

Signature: Date:

Send application to:	Tracey Waye, Executive Secretary Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254
Email address:	tracey.waye@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**