

Community and Affordable Housing Seed Fund Application Form (2026/27)

Form Preview

Contact Details

* indicates a required field

Primary contact person

Name *

First Name

Last Name

Role within business/ organisation *

Email *

Must be an email address.

Best daytime contact number: *

Secondary contact person

Name *

First Name

Last Name

Role within business/ organisation *

Email *

Must be an email address.

Best daytime contact number: *

Further details

Have you discussed your project proposal with the Council's Housing Team? *

- ☐ Yes
☐ No

If you / or your organisation have received any funding from Kāpiti Coast District Council in the last 2 years, please provide summary details below

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Organisation Details

* indicates a required field

Organisation details

Name of organisation *

Organisation Name

Please describe your organisation's status. For example, are you a Trust, Incorporated society, Community Housing Provider (CHP), project team, business, individual, or other? *

Word count:
Max 100 words.

If you are a Registered Charity, please provide your details using the "Lookup" in the box below:

NZ Charity Registration Number (CRN) - (if applicable)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information	
Charity Registration	
Number	
Organisation Name	
Other Names	
Status	
Street Address	
Postal Address	
Telephone	
Fax	
Email	
Website	
Date Registered	

Must be formatted correctly.

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If you have a New Zealand Business Number (NZBN), please provide it using the "Lookup" in the box below.

NZBN (if applicable)

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

GST number (if registered)

Organisation Street or Physical Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Postal Address

Address

Only answer if different to above address

Organisation Primary Email *

Must be an email address.

Organisation Primary Phone Number *

Must be a New Zealand phone number.

Website (if applicable)

Must be a URL.

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Organisation Overview

Briefly describe the purpose, size, and main services or activities of your organisation *

Word count:

Must be no more than 200 words.

How long have you been operating? *

What is, or would be, your main source of funding for your organisation as a whole?

What is, or would be, your governance structure? *

Word count:

Max.150 words. For example, what is your decision-making and operating structure?

What other groups or organisation do you, or would you, work with?

Experience in Housing Provision

What is your experience in housing provision? *

- ☐ currently operating in housing provision
☐ not currently operating in housing provision, but intend to in the future

Briefly describe your experience in provision of community and/or affordable housing. *

Word count:

Max 200 words

List any relevant policy, processes and accreditation, that your organisation has in relation to housing provision *

Word count:

Max 200 words

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Alignment with Fund Objectives

* indicates a required field

Short Project Description

This brief project description should include:

- Project title
- Short project description (2-3 sentences)
- Key activities, benefits or features.
 - What will your project deliver
 - What will it offer, for whom, and why?

Short project description *

Please keep the project description succinct (100 words recommended). NB: Later in this form, there is opportunity to provide more detail on your project, and/or to upload a Project Plan to support your application.

Alignment with Kāpiti Coast District Council Housing Strategy (2022)

Briefly describe how the proposed project approach aligns with the Housing Strategy vision and principles (Refer p.17-18 of the Strategy) *

Word count:

Max 150 words. Refer to the Housing Strategy Principles (as described on p.17-18 of the Strategy).

To which of the housing objectives will your proposed project contribute? *

- ☐ HEALTHY & AFFORDABLE - There is a range of healthy and affordable homes for all Kāpiti residents.
- ☐ WELL-FUNCTIONING - There is a well-functioning housing continuum in Kāpiti that is responsive to emerging challenges and opportunities to meet the needs and aspirations of residents.
- ☐ TYPE & VARIETY - There is a range of housing types to support community wellbeing (specifically, quality medium density and suitable Māori housing).
- ☐ RESILIENCE & SUSTAINABILITY - Housing contributes to places that are connected, resilient, environmentally sustainable, safe and inclusive.
- ☐ MĀORI HOUSING - Whāi Kāinga Whāi Oranga: Iwi solutions for whānau and hapū to live and prosper.

Refer to the Housing Strategy Objectives (as described on p.21-23 of the Strategy).

Please describe how your project will contribute to the objectives you have chosen from the list above: *

Word count:

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Max 150 words

What specific housing need or action does your project address?

Please choose the descriptions that best describe the project *

- ☐ Investigates cost-effective housing delivery models to ensure sustainable provision of housing options for local communities
- ☐ Offers mixed housing models, such as community housing provision, affordable rentals or future home ownership, or social housing
- ☐ Provides equitable access to affordable rentals and home ownership solutions
- ☐ Promotes more efficient use of existing housing stock
- ☐ Increases the type and variety of housing options
- ☐ Contributes to increasing Māori housing supply or supports mana whenua vision and priorities.
- ☐ Housing solutions designed for needs of specific occupants
- ☐ Other:

Tick all that apply

Project Benefits

* indicates a required field

Community need and targeted benefits

We are interested to understand the housing need your project responds to, how you identified that need, and the lasting benefits your project will deliver.

Briefly describe:

- What specific issue or gap you are addressing?
- How your project responds to that need? What is different or effective about your approach?
- What tangible benefits or outcomes will result from your project?
- How will these benefits continue beyond the funding period?

Community needs addressed by your proposal, and how it will improve community and / or affordable housing outcomes for Kāpiti now and in the future

*

Word count:

Max 200 words.

Describe which community, or communities, would benefit from your initiative? *

- ☐ Ōtaki Beach
- ☐ Ōtaki
- ☐ Ōtaki Forks, Te Horo, Peka Peka
- ☐ Waikanae Beach
- ☐ Waikanae
- ☐ Paraparaumu Beach

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- ☐ Paraparaumu
- ☐ Paraparaumu Central
- ☐ Raumati
- ☐ Raumati South
- ☐ Paekākāriki
- ☐ District wide

Te Tiriti o Waitangi

How does your organisation and/or your proposal reflect Te Tiriti o Waitangi? *

Word count:
Max. 150 words

Climate considerations

Briefly describe how your project considers climate issues and is designed to minimise climate impacts? *

Word count:
Max 150 words

Project Details

*** indicates a required field**

Project Details

If your application is successful, the project must begin no later than 7 September 2026. All activities must be completed by 31 May 2027.

Project Title *

What stage is your project currently at? *

- ☐ Early-stage: e.g. scoping, investigation, modelling, cost-benefit studies, etc
- ☐ Initiation e.g. Progression of early-stage housing projects, including site identification, feasibility studies, etc
- ☐ Delivery: e.g. Scaling up of existing housing projects, etc
- ☐ Other:

Site Details (if relevant)

Has a specific site has been identified for the proposed project?

- ☐ Yes

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- ☐ No
- ☐ Not applicable
- ☐ Other:

If 'Yes', have you investigated the site requirements in relation to the Operative District Plan 2021?

Please provide site details below (Optional):

If site details are provided, Council staff will then assess the likelihood that the proposed use could become a permitted activity.

Project Description

This section allows you to provide more detail about your project. It's an opportunity to describe the "Who, Why, What and How" of your project, including an overview of:

- Team
- Project Rationale
- Need / benefits
- Proposed approach and overview of planned activities
- Implementation and delivery

Provide a project description / plan *

Word count:

Must be no more than 300 words.

OPTIONAL: If needed, you can upload more detailed project plan on Page 12 of this application form.

List the key project activities that are planned, along with a brief rationale of the need for the activity *

Word count:

For each planned activity describe what, why and how it will contribute to the project? Bullet points are OK (150 words max)

Please provide a project timeline. Include: proposed dates for when the project will commence, timeframes for key activities, and completion date *

Word count:

Max 200 words. List key tasks and timeframes for each deliverable. Bullet Points are OK.

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Health and Safety

How will Health and Safety considerations for this project be identified, assessed and managed? *

Word count:

Must be no more than 200 words.

Please discuss this question with Council's Housing Advisor if you are unsure.

Assurance of capability to deliver on the project proposal

Briefly describe who will be in the Project Team, their skills and experience and time availability. *

Word count:

Max. 200 words.

Briefly describe the organisations' capability to deliver this project? *

Word count:

Max 150 words. What level and type of support is available from your organisation to ensure the success of this specific project? If relevant, provide any examples of the additional support (e.g. governance, skills / experience to develop, manage, deliver the project), or examples of similar projects that are either completed or underway.

Please describe any partnership or collaboration opportunities for this project

Word count:

Max. 150 words. What other organisations or groups would you be working with to deliver this project?

Project Budget

*** indicates a required field**

What is the approximate total cost of your project?

Total Project Cost (ex. GST) *

Must be a dollar amount.

What is the total budgeted cost (ex. GST) of your project?

How much funding are you seeking from Council?

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If your project receives grant funding, your organisation will need to maintain a project budget and provide details about how the grant funding was spent, as part of End of Project Reporting requirements.

Total amount requested (ex. GST) *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

If you are not applying for the full project cost, then how will any remaining project costs will be funded? *

What will you, your organisation or others plan to contribute to the cost of your initiative? This may include: volunteer labour, donated materials, donated professional services, support or grants from other funders or your own cash reserves.

Have you asked any other funding organisation for a grant for the same purpose?

*

- ☐ No
☐ Yes

If 'Yes', Please provide the name of the funding organisation, amount requested and status of the application (Pending / Approved/ Declined).

Estimated project costs:

Please provide a breakdown of the project activities and/or items you want the grant to pay for:

Expense	\$ Cost	Provide any quotes where relevant
		Indicate attachment
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Financial accountability

* indicates a required field

Financial Reporting

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This grant is derived from public money. Therefore, projects that are funded must use appropriate processes so that the costs incurred are reasonable and transparent.

As part of the terms and conditions of funding, your organisation will be required to report on project expenditure to Council.

What finance and business practices will you use to ensure that any awarded funds are managed appropriately? *

Word count:

Max.150 words. For example, accounting, governance, procurement, decision making, risk management, etc.

Value for Money

Value for money means the expected benefits and outcomes of your proposal are reasonable and well-justified in relation to the funding requested, the total project cost, and the risks and delivery approach.

This is a contestable fund. How does your project offer value for money? *

Word count:

Max 200 words. Consider benefits/outcomes vs funding requested/total cost/risks.

Measuring Project Success

* indicates a required field

Project Aims and Outcomes

At the end of your Project, you will need to reflect and report on the success of your project. Overall success will be based on the proposed aims, goals and outcomes, stated project benefits and success measures identified in this section.

NOTE: Where possible, identify specific project success measures (or quantifiable indicators) that can be later used to measure the success of your project.

What is the high-level strategic purpose (intention, vision and/or direction) of this project? *

Word count:

Provide 2 - 3 statements (Max 150 words)

List up to three specific, measurable objectives of the project. *

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Word count:

Often written as SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives, i.e. What will be delivered and by when? (Max 150 words)

How will you know if these aims, objectives and outcomes have been achieved? *

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Project Impact

We are interested in the how the project will contribute to better local housing outcomes (or offer other measurable long-term benefits) that will last beyond the funding period.

How will the project continue to support better housing outcomes (or other benefits) beyond the funding period? *

Word count:
Max 150 words.

If this project is one phase of a multi-stage project, have you identified potential sources of funding for the remaining stages? If so, please describe.

Word count:
Max. 150 Words. Answer if relevant. For example, considering project phasing, ongoing delivery, and partnership or investment opportunities.

Submission

* indicates a required field

Who, as key decision making representative of your organisation, has sponsored this application? *

Please provide their name and role.

Proof of identity

- 1.Proof of an entity, such as Certificate of Incorporation, etc.
- 2.Bank Account Details for the organisation or project bank account (eg. Deposit slip requiring multiple signatories)

Proof of identity documents *

Attach a file:

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Conflicts and Disclosure

The Council website contains a link to Terms and Conditions for the Fund. This includes a question on Conflict of Interest (Section 6) and disclosure of funding sources.

Please provide detail of any potential conflict of interest *

For example, whether any KCDC employee or Councillor, or their immediate family have any interest or involvement in the project, and any other matters that may compromise KCDC's ability to make a decision or that may bring the process into disrepute. Failure to disclose a conflict will result in immediate termination of an application or Grant Agreement.

Declaration *

- ☐ We confirm that I/we have read and accept the terms and conditions of the fund outlined in the Community and Affordable Housing Seed Fund Guidelines.
- ☐ We hereby declare that the information supplied here on behalf of our organisation is correct.
- ☐ We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.
- ☐ We have obtained the consent of the other contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.
- ☐ We have declared any Conflict of Interest in the application form
- ☐ We consent that Kāpiti Coast District Council can publicise and report on the awarding of the Funding, including the Recipient's and any of its subcontractor's names, the amount of the Funding and a brief description of the project or activities on websites and in media releases, general announcements and annual reports.
- ☐ If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to Council.
- ☐ If successful, we consent to provide reporting and evaluation activities related to the activities proposed in this application.

Submission Checklist

Please upload any relevant documents to support your proposal.

- ☐ Project plan and timeline showing deliverables and deadlines (optional)
- ☐ Proof of relevant accreditation related to housing provision
- ☐ Project budget showing received and projected income, detailed expenses
- ☐ Competitive quotes, if requesting funding for operational costs (at least two per item)
- ☐ Other:

Upload any of the above documentation that has not already been attached to this application.

Attach a file:

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Submitting applications

Applications close on **Friday 5 June** 2026, at 12 noon.

You can submit your application directly through the SmartyGrants portal.

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on '**Submit**' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors..

Or you can deliver the completed application forms by: **Email to:**

housingseedfund@kapiticoast.govt.nz

OR

Post to:

Community and Affordable Housing Seed Fund c/- Housing Programme Team Kāpiti Coast District Council 175 Rimu Road Private Bag 60601 Paraparaumu 5254

OR

Hand deliver to the above address or any Kāpiti Coast District Council Service Centre.