

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

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:

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Daytime contact phone:

Email:

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

If so, when and for how much?

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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?

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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

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