

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form



All sections must be completed and supporting material attached to the back of the form (see section 8 checklist). More information can be found on the Whakatāne District Council website www.whakatane.govt.nz or by contacting a Governance Support Advisor on (07) 306 0500.

Completed applications must be sent to: Chief Executive, Whakatāne District Council
Private Bag 1002, Whakatāne 3158 or
Email: Governance@whakatane.govt.nz

HELPFUL INFORMATION BEFORE FILLING OUT THE FORM

- No retrospective funding applications will be considered.
- The project must be held within the Whakatāne-Ōhope Community Board area.
- Applications will be considered throughout the year subject to funding availability and should be submitted 14 days before the meeting. **Forms received within the following time frames will be considered overdue and risk being declined: 28 April – 12 May 2025, 9 – 13 June 2025, and 4 – 18 August 2025.**
- In the event that the Board require more information, applicants may be invited to attend the Public Forum at the commencement of the meeting to provide a brief overview of the application. If so, an invitation will be extended to you prior to the meeting. As all meetings are open to the public you are welcome to attend.
- The application must be completed and signed by the applicant and include a summary of the project, what the funds are for, a budget showing how the costs were calculated, copies of quotes, latest financial report and details of your bank account - either a bank encoded deposit slip or the top of a bank statement with organisation details and the bank logo.
- If successful, applicants will be required to use the Community Board logo on advertising material and other items associated with the event or project to acknowledge the grant.
- A declaration of expenditure and project report is required to be submitted once the project has been completed.
- Pre event information, photographs and community feedback are encouraged and may be placed on the Board's Facebook page: <https://m.facebook.com/whakataneohopecommunityboard/>
- Funds not uplifted within six months from the allocation date will lapse.
- The Council's Climate Change Strategy 2020-23 can be found on the Council's webpage: <https://www.whakatane.govt.nz/contact-us/have-your-say/closed-consultations/climate-change-strategy-and-action-plans>

Whakatāne-Ōhope Community Board Guidelines

- The key priority areas are – Youth – Environment – Economic Development – Recreation.
- Grants between \$500 and \$2,000 will be considered to support individuals and groups attending a national or international cultural, sporting, leadership development event.
- Grants of up to \$5,000 will be considered to support community focused projects and events. The Board will generally lean towards funding an event only once, but reserve the right to fund more than one year on a case by case basis.
- A 'guarantee against loss' to provide seed funding or back-up finance may also be considered.
- The Board does not generally fund organisations who are already receiving similar funding from the Whakatāne District Council, however exceptions will be considered on a case by case basis.

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CONTACT DETAILS

1.1

Name of your organisation:

Phone:

Email:

Social Media Links – website, Facebook etc.

(N/A if applying as an individual)

1.2

Name of principal contact:

Position held:

Phone/Mobile:

Email:

1.3

Name of secondary contact:

Position held:

Phone/Mobile:

Email:

1.4

How long has your organisation been operating?

Objectives and activities of your organisation:

(N/A if applying as an individual)

1.5

Is your group GST Registered?: No Yes

GST Number:

(N/A if applying as an individual)

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ABOUT YOUR FUNDING REQUEST

2.1 Please provide a title for the project, service, event proposal for which you are seeking funding (approx 8 words):

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2.2 Give a brief description of the project, service, event proposal for which you are seeking funding (*if you have a separate project plan or require more space, please list the key points here and attach a full description of your proposal to the back of this form*):

2.3 How long does the project, service or proposal run? Starts: _____
Is the project ongoing? Finishes: _____

2.4 Funding Description – tick appropriate boxes

<input type="checkbox"/>	Community Pride
<input type="checkbox"/>	Cultural or Sporting Event
<input type="checkbox"/>	Seed Funding for a community event
<input type="checkbox"/>	Support for a community project
<input type="checkbox"/>	Youth Development
<input type="checkbox"/>	Environmental

2.5 The Whakatāne District Council has adopted a set of Climate Change Principles to ensure that climate change be considered in all decisions. Please consider potential impacts to Climate Change that the project/event may have.

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MEASURING THE SUCCESS YOUR PROJECT, SERVICE OR EVENT PROPOSAL

3.1 Show us how you will measure that your project, service or event proposal would be beneficial to the community

3.2

What will happen to the project if:

- this funding application is unsuccessful or,
- only a portion of the funds are received or,
- a guarantee against loss is provided rather than a grant?

The project will proceed as outlined

The project will be delayed
(please specify expected length of delay): _____

The project will be downgraded

The project will be prevented from being carried out

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FINANCIAL DETAILS OF YOUR PROJECT, SERVICE OR PROPOSAL

Note: All figures to include GST (if any).

Please provide a breakdown of the budget for the project, service or proposal for which you are seeking assistance:

PROJECT COSTS		PROJECT INCOME	
Description of cost	Amount	Income source	Amount
Salaries / wages	\$	Applicant organisation's contribution	\$
Postage / telephone / administration	\$	Fundraising	\$
Advertising / promotion	\$	Donations / sponsorship	\$
Professional fees	\$	Entry fees	\$
Travel costs	\$	Value of donated material	\$
Project materials	\$	Other Grants applied for (please specify):	\$
Labour cost	\$		\$
Venue / equipment hire	\$	Other income (please specify):	
Other costs (please specify):	\$		\$
	\$		\$
	\$		\$
	\$		
	\$		\$
TOTAL ESTIMATED COST	(a) \$	TOTAL INCOME	(b) \$

**TOTAL FUNDING
SHORTFALL/AMOUNT SOUGHT**
(i.e. 'a' minus 'b')

\$

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Application Form - Organisation

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OTHER COUNCIL FUNDING

Note: All figures to include GST (if any)

What funding assistance has your group/organisation applied for **and/or** received from the Council over the past 3 years – either by way of a grant or ‘in kind’ support (advertising, promotional material, equipment, donations)

Year	Amount received (either \$ or in kind)	Purpose

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DECLARATION

We the undersigned do solemnly and sincerely declare and acknowledge that:

- The details we have given in all sections of this application are true and correct to the best of our knowledge.
- We have the authority to commit our group to this application.
- All information contained in this application is subject to the Local Government Official Information and Meetings Act 1987, and will be included in a **publicly available** agenda.
(If you do not wish for any personal details to be made public, please indicate this in your application. The information is held and administered by Whakatāne District Council in accordance with the Privacy Act 2020 and Whakatāne District Councils Privacy Policy.)
- The Council may collect from third parties any information it deems necessary about the applicant or the application.
- We will provide a short summary of the project’s success, benefits and promotion within 30 days.
- We acknowledge and approve receiving further communications from the Community Board.

Name:	
Position held:	
Signature:	
Date:	
Any personal details to withhold:	
Name:	
Position held:	
Signature:	
Date:	
Any personal details to withhold:	

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CHECKLIST

Please complete the following checklist to ensure you have completed the application process and attached all necessary information:

- All sections of this form have been completed
- Read the funding description and ticked the appropriate category
- You have attached a bank generated deposit slip verifying your bank account details
- You have attached a separate copy of your project plan where one has been developed
- You have attached quotes for expenses for your project, service or event proposal where these have been obtained
- You have attached a copy of your latest audited accounts or balance sheet or, if you are a new group, a statement of estimated income and expenditure for your first year
- The declaration form has been signed by two members of your organisation that have the authority to do so
- You have made a copy of this application for your future reference

