

Information to NOTE:

- Retrospective applications will NOT be considered.
- Applications will be considered at the next appropriate Community Board meeting, subject to funding availability.
- The project must be held within the community board area you are seeking funding for.
- Groups should apply to the Board corresponding to the area where most of their members reside.
- All applications must be submitted **no later than 14 days prior to the scheduled Board meeting. Incomplete applications will be invalid, and hence will be declined.** Meeting dates can be found at - <https://www.whakatane.govt.nz/about-council/meetings>
- The Board has the option to collaborate with other Boards in the joint funding of major projects.
- Boards generally fund an annual or biannual event once but reserve the right to consider each one on a case-by-case basis.
- Supporting documentation on cost calculations is required to justify the amount sought.
- A “guarantee against loss” may be offered to support an event that may require either seeding or back up finance – this is to give confidence that funds up to the value offered will be available following the event if it runs at a loss.
- Applicants will be invited to attend the Board meeting, that the application will be considered at, to provide a brief overview of the application.
- If successful, it is requested that the relevant Community Board logo is included in advertising material and other items associated with the event or project to acknowledge the grant made.
- A declaration of expenditure and results report MUST be provided once funding has been spent.
- Funds not uplifted within six months from the allocation date will lapse.
- Applicants acknowledge and approve receiving further communications from the Community Board.