



# Waimate District Council

## Community Grants Fund

### APPLICATION FORM

1. Name of Applying Organisation:

---

2. Address of Organisation:

---

3. Name and Address of Contact Person:

---

---

---

Telephone Number: Day \_\_\_\_\_ Night: \_\_\_\_\_

4. Objectives of Your Organisation

---

---

5. Describe the project for which you are seeking financial assistance:  
(Use separate sheet if necessary)

---

---

---

6. What is your organisation's contribution to the project:

---

7. Please summarise your organisation's own fund-raising efforts for this project:

---

---

---

8. Please detail the complete costs of the project:

---

---

---

---

Less your contribution / other source funding \$ \_\_\_\_\_

Total Amount requested from Council \$ \_\_\_\_\_

9. When will the project be completed?

---

---

10. Has your organisation previously received any grant from Council within the last 5 years?  
If so, state years received and amounts:

---

11. Who will benefit from the grant to your organisation?

---

12. Date grant is applied for: \_\_\_\_\_

**Notes**

1. Your application will not be considered unless a copy of your most recent audited accounts is attached.
2. Any queries regarding this application, contact John Larcombe, Administration Officer, Local Government Centre, Waimate – telephone 03 689 8079.
3. Inland Revenue Department consider this as a Council grant to respective organisations. There is no GST component or requirement.

**Return by closing date to:**      **John Larcombe**  
   **Administration Officer**  
   **Waimate District Council**  
   **P O Box 122**  
   **Waimate 7960**

# **Community Grants Fund**

## **Eligibility Policy**

1. Applications must be for projects and will not be considered for general administration purposes, or be in the nature of annual subscriptions.
2. Applicants must demonstrate benefits of their project to the local community.
3. Applicants must also demonstrate that some local input has been achieved by way of fundraising or voluntary labour or materials.
4. The projects for which grants are sought must be capable of completion within two years of application. Refunds will be requested if project not completed within two years. Organisations will be asked for proof of their completion.
5. Applications will not be accepted after closing date, must be on the prescribed application form and be supported by financial statements not more than 12 months old.
6. All application forms must be completed in full before being submitted for consideration.