



Waimate District Council

Sports 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. Please detail all sources of fundraising and amounts relevant to the project:

13. Date grant is applied for: _____
14. Signature: _____
15. Position of Signatory: _____

Notes

1. Any queries regarding this application, contact John Larcombe, Administration Officer, Local Government Centre, Waimate – telephone 689 8079.
2. Inland Revenue Department consider this as a Council grant to respective organisations. There is no GST component or requirement.

Please return to:

**Mr John Larcombe
Administration Officer
Waimate District Council
P O Box 122
Waimate 7960**

Waimate District Council Sports Fund Application

Criteria and Eligibility

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. Recommended that applicants 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 one year of application. Refunds will be requested if project not completed within one year. Organisations will be asked for proof of their completion.
5. All application forms must be completed in full before being submitted for consideration.
6. All applications must be accompanied by the following:
 - a. A set of audited financial statements not more than 12 months old.
 - b. A quote for the project items applied for.
7. Grants must only be used for the project applied for. If any project is cancelled then the grant must be returned to Council.
8. All applicants will be required to submit an Accountability Form immediately after the grant has been expended.
9. If only partial expenditure of the grant is required, then the balance must be returned to Council.

Summary of Eligible Projects

- a. Coach or volunteer training.
- b. New initiatives, activities or promotions put in place to attract new members or offer new opportunities.
- c. Purchase of equipment (excluding uniforms).
- d. For Regional Sports Trusts to deliver programmes, training courses and community sporting events.
- e. To assist with outside expertise, e.g. judges to attend at local sporting events and activities.
- f. For individual's expenses involved in attending sport at Regional or National levels. This application must be lodged by the individual's sporting club or organisation.