****

**COMMUNITY SERVICES FUNDING**

**APPLICATION FORM 2017 - 2018**

**Opens 7 April 2017 – Closes 5.00pm 28 April 2017**

**(no late applications will be accepted)**

NB: If you are applying for both Community Services Funding and Rates Subsidy you are required to complete the two forms provided

**ABOUT YOUR ORGANISATION:**

1. **Organisation Details**

|  |  |
| --- | --- |
| **Organisation’s Name** |  |
| **Physical Address** |  |
| **Postal Address****(If different from above)** |  |
| **Website Address** |  |
| **Are you GST Registered (please cicle one)** | **YES / NO** | **GST Number** |  |
| **Legal Entity Status:** |  | **First year of operation:** |  |

1. **Main Contact People (Please provide two contacts)**

|  |  |
| --- | --- |
| **First Contact Person** | **Second Contact Person** |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Daytime Phone:** |  | **Daytime Phone:** |  |
| **Mobile Phone:** |  | **Mobile Phone:** |  |
| **Email:** |  | **Email:** |  |

1. **Tell us the purpose of your organisation**

**FUNDING REQUEST:**

1. **Has your organisation applied to the Napier City Council’s Community Services Grants Scheme before?**

**Please circle one: YES / NO**

1. **Briefly describe the project/service that you provide – up to 200 words**
2. **a) Why does the community need the project/service you want funding for (and how do you know) – up to 100 words**

**b) How do you know there is a community need (eg waitlist for service, response to an issue etc) – up to 100 words**

1. **Community Benefits (include how your organisation might benefit). Include statistics if possible as support material.**

|  |  |
| --- | --- |
| * **Who will benefit?**
 | * **How will they benefit?**
 |
|  |  |
|  |  |
|  |  |
| * Total number of clients/members
 |  | * Total number of clients/members who live in Napier
 |  |
| * What percentage of your project / service will be delivered in Napier?
 | * %
 |
| * How often is your project / service delivered in Napier
 | * **Choose one from below:**
 |
| Full time | WeeklyNumber of days per week: | MonthlyNumber of days per month: | * Adhoc (when needed)
 |

1. **Budget – COSTS FOR NAPIER DELIVERY ONLY**

List all the costs for the project or service proposed. Include costs that your organisation or others are funding (this may be a ‘share’ of a cost item) . ***List the costs that your are seeking funding from Napier City Council FIRST*. (see example at the end of this form)**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Item**
 | * **Cost**
 | * **Amount of funding requested from Napier City Council**
 | * **Amount from other contributors e.g. own organisation/other funder/sponsorship/user fees etc**
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | * **Total A:**
 | * **Total B:**
 | * **Total C:**
 |

1. **Other Contributions**

Please list all the other funders you have applied to for funding for this project or service

|  |  |  |
| --- | --- | --- |
| **Funder** | * **Amount Requested**
 | * **Outcome**
* **(Approved, declined or enter the date the outcome will be known)**
 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Funding Requested (Total D):** | * **$**
 |  |

1. **Funding Request**

|  |  |
| --- | --- |
| * Total Funding Amount requested (**Total D** from Q 9 - GST exclusive)
* **$**
 | * Total amount requested from NCC (**Total B** from Q 8 above)
* **$**
 |

1. **Is your organisation, and/or staff, required to meet external accreditation/audit requirements in order to provide its services? (eg CYFS acreditation, industry registration etc)**

***No*** *– go to question 12* ***Yes*** *– what accreditation or audit requirements apply? Please List:*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. **Other Funders**

Please list funders who regularly provide you with grants, or contract with your organisation:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**ALL APPLICANTS:**

**DECLARATION**

We, the undersigned, declare the following:

* The information given in this application is true and correct to the best of our knowledge
* We have the authority to commit our organisation to this proposal
* Any funding received will be used for the project or service for which it is approved
* We understand that our names and details about this proposal may be released to the media or appear in publicity material
* We will acknowledge the assistance of the Napier City Council on any promotional material associated with this project or service
* We understand that the Napier City Council is bound by the Local Government Official Information and Meetings Act 1987 and details contained within this proposal may be released under that Act.
* We agree to complete an evaluation form and/or report if required, confirming the funds received have been spent, or are being held in trust, for the purpose stated
* We agree to fully cooperate in any funding audit or inspection of our organisation, project or service that may be directed by an officer of the Napier City Council
* We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

|  |  |
| --- | --- |
| **Governance Signatory (member of the governing body)** | **Management Signatory (or second governance signatory)** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Signature:** | **Signature** |
| **Date:** | **Date:** |

**ATTACHMENTS REQUIRED**

**All Applicants:**

* Pre-printed deposit slip
* Your most recent audited accounts and audit report, or a current income and expenditure statement

**Applicants applying for Operational and/or Project costs must also provide:**

* One quote for any equipment items requested
* A copy of your Constitution, if this has not been provided to the Community Development Department previously
* A diagram of your organisation’s structure

**Example Budget (Question 8)**

|  |  |  |  |
| --- | --- | --- | --- |
| * Item
 | * Cost
 | * Amount of funding requested from Napier City Council
 | * Amount from other contributors e.g. own organisation/other funder/sponsorship/user fees etc
 |
| * Salary
 | $10,000 | $500 | $9500 |
| * Stationery
 | $1000 | $200 | $800 |
| * Volunteer costs
 | $400 | $400 | 0 |
| * Power
 | $1200 | $300 | $900 |
|  | * **Total A: $ 12,600**
 | **Total B: $1400** | **Total C: $11,200** |

**Notes:**

The Budget should be for the costs that relate to providing your project or service in Napier – if you also operate elsewhere these costs should not be included – you may have to estimate the Napier component (e.g. % of salary etc).

The funding request will be $1400 **(Total B).**

You need to be able to show that in Question 9, Other Contributions, you have either requested or confirmed sufficient funding to cover **Total C.**