**Facilities in the Community Fund**

**Application form 2024**

**Primary contact person**

*Please provide the details of the person who is the primary contact for this application*

* **Title\* (tick the appropriate answer)**
* Mr
* Mrs
* Miss
* Ms
* Other

**Given name\***

**Surname\***

**Phone (day time)\***

**Phone (mobile)**

**Email address\***

**Do you hold an official position in the group/organisation?\* (tick the appropriate answer)**

* **No official position**
* **President**
* **Secretary**
* **Treasurer**
* **Committee Member**
* **Other**

**Secondary contact person**

*Note: The second person will be copied in (emailed) all correspondence relating to this application and the decision.*

* **Title\* (tick the appropriate answer)**
* Mr
* Mrs
* Miss
* Ms
* Other

**Given name\***

**Surname\***

**Phone (day time)\***

**Phone (mobile)**

**Email address\***

**Do you hold an official position in the group/organisation?\* (tick the appropriate answer)**

* **No official position**
* **President**
* **Secretary**
* **Treasurer**
* **Committee Member**
* **Other**

**Applicant Details**

**Group’s name (organisation, club)\***

**Group’s address\***

**Group’s website\***

**Is your organisation GST registered? Yes/No\***

**If yes, please provide your GST number:**

**Which of Western Bay of Plenty District Council’s wards will the proposed facility be located?\***

* **Katikati – Waihi Beach**
* **Kaimai**
* **Te Puke – Maketu**

**Project Details**

**Please provide the address of the location where the proposed facility will be located\* *(The proposed facility cannot be located on Council land)\****

**Describe the project that you are seeking funding for (*Remember the project must be capital recreation facility development):\****

**What specific aspects of this project will this grant cover?\***

**The project must be as a result of growth in your community. Please provide any information evidencing growth in your community (e.g. population increase, increase in school roll or increase in club membership).\***

**Does this project replace or duplicate an existing recreational facility in your community? If yes, please provide details:**

**Project phases**

**When do you expect to undertake this project? \***

* **Start date:**
* **Completion date:**

**The proposed facility must be available for public use. What times will the proposed facility be available for public use? (E.g. outside school hours)\***

**Your project may trigger a need for resource consents, permits, licences or other legal obligations and their associated costs. Please provide details of what you have considered, if any.\***

**Project outcomes and benefits**

**Please describe how your project will benefit your community\***

**Please describe how the proposed project will contribute to achieving the outcomes from Councils Recreation and Open Space Activity Plan as set out below:\***

* + *People are connected and feel they belong*
  + *People can be active and healthy*
  + *People enjoy the outdoors*
  + *Connecting people with the natural environment and having a lighter footprint*
  + *Protecting important natural and cultural areas*

**Financials**

**Project financial costs**

**Please outline the actual costs of your project below:\***

**Item Cost**

**Have you received any other funding to date?\***

**Please provide details of any other funding you intend to apply for or raise\***

**Item Cost**

**Project contributions**

**Project’s total cost ($)\***

**Other contributions ($)\***

**What is the total amount being applied for from Council ($)\***

* *Please note the minimum value of the proposed facility is $10,000. All financial commitments Council enters into costing between $15,000 and $50,000 must be on the basis of three written quotations and all financial commitments entered into costing between $5,000 and $15,000 must be on the basis of three written or verbal quotations.*
* *Approved funds will only be released when the applicant has advised Council that the project is ready to commence, and on production of relevant invoices/receipts, in accordance with Council’s Policy on Significant Financial Commitment.*
* *The project must be undertaken within the 2024/25 financial year (year that funding is approved). Where a project is not able to proceed in the given year, the applicant must submit to Council for approval to carryover funding;*
* *The applicant will enter into a Deed of Agreement with Council to ensure the project continues to be available for the public use;*
* *The applicant will have full responsibility for the operation and maintenance of the project, including all costs*
* *The total amount being applied for from Council needs to include GST (if applicable).*

**Supporting Documents**

*Please attach:*

* + *all project quotes*
  + *Your organisation’s pre-printed deposit slip*
  + *A copy of your organisation’s latest financial statements*

**Declarations**

* I hereby declare and confirm that the information and supporting documents provided in conjunction with this application is true, accurate and correct and that I am authorised to make this declaration.
* If this application is successful, we agree to:
  + Complete an evaluation form once the funds are spent
  + Only spend the money of the item(s) it was granted for
  + Acknowledge Council’s contribution in any promotional activity
  + Agree Council can use the project in its promotional material

**Signature of applicant**

*The person signing here should be the same contact (primary) person as given at the beginning of this application. All information provided in this application will be publicly available.*

**Applicant’s name (on behalf of the organisation)**

**Applicant’s signature**

**Application date**

**Submit your completed form to:**

[facilitiesinthecommunityfund@westernbay.govt.nz](mailto:facilitiesinthecommunityfund@westernbay.govt.nz)

**or**

Western Bay of Plenty District Council

Private Bag 12803

Tauranga Mail Centre, 3143

Attention: Jason Crummer, Senior Recreation Planner