



COMMUNITY BOARD GRANTS CRITERIA

The Western Bay of Plenty District Council adopted the Community Board Grants Policy on 28 September 2000 – Meeting Minutes Reference CPM14.

Scope of Policy

The policy deals with ad hoc requests for funding made to any of the five Community Boards in the Western Bay of Plenty District; Katikati, Maketū, Ōmokoroa-Kaimai, Te Puke-Eastern and Waihi Beach Community Boards.

Eligibility

1. The eligibility criteria is based on two principles:
 - a) The Principle of Strategic Fit
Applications for Community Board Grants will only be considered if the funding relates to activities/projects that are in accord with Council's Strategic Direction.
 - b) The Principle of Public Benefit
Applications for Community Board Grants will only be considered from community groups or individuals that can demonstrate that the activities/projects will result in a public benefit, primarily to residents of the relevant Community Board area.
2. Groups will only be eligible for a Community Board Grant if they have not received any other Council Grant or funding for community assistance in the same financial year.
3. Applications from groups that have a Service Delivery Contract with Council are not eligible for a Community Board Grant.
4. Projects will not be funded in retrospect.

Financial Information

1. Financial Statements must be attached to a Community Board Grant Application if a group has been in existence for more than one year along with any quotes and supporting statements relating to the project for which grant funding is requested.
2. If a group is less than one year, quotes and supporting statements relating to the project for which grant funding is requested must be attached.

Accountability

1. All applications received, along with project information, financial statements, and quotes, will be presented to the relevant Board members for consideration at their respective Board meetings.
2. Applicants will be advised if their application for Community Board Funding was successful or not, after consideration by the respective Community Board and on confirmation by resolution. Applicants will be requested to notify the Governance Services team at Western Bay District Council when the grant funding was expended for the purpose as stated in their application.

Reporting

1. Resolutions relating to the consideration of grant applications will be recorded in the respective Community Board minutes. Approved grant funding is advised to financial services with payment processed by the Senior Financial Administrator.
2. The financial year for Community Board grant funding runs from 1 July to 30 June.



COMMUNITY BOARD GRANT APPLICATION FORM

Which Community Board are you applying to:	☐ Waihi Beach Katikati ☐ Ōmokoroa-Kaimai ☐ Te Puke-Eastern Maketū		
Name of Applicant: (Individual/Organisation):			
Physical Address:			
Postal Address:			
Email Address:			
Telephone Number:			
Is your organisation/are you registered for GST:	Yes ☐ No ☐	GST Number: (If applicable)	
Contact person/s for organisation:			
Email Address:			
Telephone Number:			

Purpose of Organisation and Key Activities:			
Amount on this Request:	\$	Where will the project/activity be located or provided from:	
Please describe the purpose of which the grant is required:			
Who and how many benefit from the project/activity:			
What are your membership numbers:		How much is your annual subscription/membership fees:	\$
How many staff/volunteers does your organisation have:		What is the legal status of your organisation: (e.g. incorporated society)	
Give details of project:			
Total cost of project/activity:	\$	Funding received to date for project/activity:	\$



Total funds currently available for use for project:	\$	Remaining estimate funds to be raised:	\$
Have you received funds from Western Bay of Plenty District Council in the current financial year:	Yes ☐ No ☐	If so, how much:	\$

BANK DETAILS			
Name:		Phone:	
Remittance Email:			
Name of Bank:		Branch:	
Account Name:			
Account Number:			

AUTHORISATION	
I have attached all required supporting documents to verify financial information:	Yes ☐ No ☐
I have attached an image (in colour) of my bank deposit slip/online banking showing my bank logo, and account name and number:	Yes ☐ No ☐
I have the authority to sign on behalf of my organisation	Yes ☐ No ☐

Declaration:	That details contained in this application are true and correct and that the person signing this application is authorised to do so.		
Signed:		Date:	

Application Checklist:	• Current bank/financial statements • Quotes to support cost estimates for funding requested • Supporting statement for funding request
Applications to:	Governanceservices@westernbay.govt.nz
Contact:	(07) 571-8008 (0800) 926-732

Applicants may speak in support of their application at the appropriate meeting of the Community Board.