

## **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, Maketu, Ōmokoroa, Te Puke 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.

## Katikati Community Board Grant Application Form

<b>Name of Applicant: (Individual/Organisation):</b>			
<b>Contact Details:</b>	Telephone:	Mobile:	
	Email:		
<b>Postal Address:</b>			
	Post Code:		

<b>Contact person/s for organisation:</b>			
<b>Physical Address: (if different from above)</b>			
<b>Contact Details</b>	Telephone:	Mobile:	
	Email:		

Purpose of Organisation and Key Activities:			
Amount of this request:	\$	Where will the project/activity be located or provided from:	
Please describe the purpose for which the grant is required:			
Who and how many will benefit from the project/activity:			
What are your membership numbers:		How much is your annual subscription / membership fee?	\$
How many staff/volunteers does your organisation have?		What is the legal status of your organisation (e.g. incorporated society)	
Is your organisation / are you registered for GST:	Yes No	GST No.	

Total cost of project / activity:	\$		
Give details of project:			
Funding received to date for project/activity:	\$		
Total funds currently available for use for project:	\$	Remaining estimated funds to be raised:	\$
Have you applied to Western Bay of Plenty District Council for funds previously:	Yes  No	If so, how much :	\$

Applicants may speak in support of their case to an appropriate meeting of the Community Board.

Application Checklist:	<p>Required Supporting Documents to verify financial information:</p> <ul style="list-style-type: none"> <li>• Current bank/financial statements.</li> <li>• Quotes to support cost estimates for funding requested.</li> <li>• Supporting statement for funding request.</li> </ul>
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Declaration:	That details contained in this application are true and correct and that the person signing this application is authorised to do so.
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<b>Signed:</b>	
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<b>Date:</b>	
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Applications to:	<p>Governance Services Western Bay of Plenty District Council Private Bag 12803, Tauranga Mail Centre Tauranga 3143</p>
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Contact:	<p>(07) 571 8008 (0800) 926 732</p>
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Email:	GovernanceServices@westernbay.govt.nz
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