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**COMMUNITY SERVICES FUNDING**

**APPLICATION 2021-2022**

**Opens 27 April and Closes 5.00pm 14 May**

**(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** |  | | |
| **Bank Account number**  Please attach verifiction to the application from) |  | | | | |
| **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:** |  |

# FUNDING REQUEST

1. Tell us the purpose of your organisation
2. Has your organisation applied to the Napier City Council’s Community Services Grants Scheme before?

**Please circle one: YES / NO**

**Community Need**

1. Briefly describe the service/project that you provide – up to 200 words
2. **a)** Why does the community need the service/project 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 statistics if possible as support material, how your organisation might benefit.**

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| * **Who will benefit?** | | * **How will they benefit?** | | | | |
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|  | |  | | | | |
|  | |  | | | | |
| * 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 | Weekly  Number of days per week: | Monthly  Number of days per month: | | * Adhoc (when needed) |

**List any new services implemented – identiy how any demand for your services has increased.**

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**Budget**

1. List all the ***costs for the service or project 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***. (se**e 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** |
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|  | * **Total A:** | * **Total B:** | * **Total C:** |

1. **Other Funding Contributions**

Please list all the other funders you have applied to for funding for thisservice or project.

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

1. **Funding Request**

|  |  |
| --- | --- |
| * Total Funding Amount requested * (**Total D** from Q9 - 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:

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1. **Other Funders**

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

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**Please Note:** All Applicants are required to send in these attachments with the application form.

* Bank account verification (pre-printed deposit slip, copy of statement or a signed printout fom the bank)
* A diagram of your organisation’s structure
* Your most recent audited accounts and audit report, or a current income and expenditure statement
* A copy of your Constitution, if this has not been provided to the Community Development Department previously

**Applicants applying for Project costs must also provide:**

* One quote for any equipment items requested

**No late or incomplete applications will be accepted**

**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:** |

**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.**