

Community Assistance Funding Contract Application Form 2011/2012

- Please ensure you have read the 2010/2011 Community Assistance Funding Guidelines.
- If your application is handwritten please print neatly and use a black pen (so that it can be photocopied).
- To support your application please attach: 1) proof of charitable status, 2) last financial annual report or accounts reviewed or audited by an accountant, 3) 1 bank statement no more than 6 months old, 4) evidence of other sources of funding (if applicable), 6) additional support information and covering letter (optional).

1. Contact Information

Name of organisation: _____

Legal status: _____

Postal address: _____

Street address: _____

Email: _____

Contact Person (who is readily available): _____

Phone (Work): _____ Phone (Home): _____

GST Registration Number (If Applicable): _____

Charities Commission Number (If Applicable): _____

2. Funding Request

Amount of funding per year: _____ Number of years per contract: 1 2 3 4
(please circle)

Purpose of funding: _____

One sentence summary of funding request for the purpose of future contracts and accountability reporting:

3. Community Benefit

Explain in a paragraph how and which Community Outcomes your contract will meet?

<p>Nelson City Council Community Outcomes</p> <ol style="list-style-type: none">1. Healthy Land, Sea, Air and Water – We protect the natural environment.2. People Friendly Places – We build healthy and attractive places and live in a sustainable region.3. A Strong Economy - We all benefit from a sustainable, innovative and diversified economy.4. Kind Healthy People –We are part of a welcoming safe and healthy community.5. A Fun Creative Culture – We are proud of creative local culture and regional identity.6. Good Leadership – Our leaders are proactive, innovative, and inclusive.
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Who will benefit from this?

How many people will benefit from this?

- 1-10 10-100 100-500 500-1000
1000-2000 2000-5000 5000-10000 or Whole of Community

*(Circle **One** only)*

What percentage of people benefiting will be Nelson residents? _____%

4. Financial Summary

Please list the following costs as they relate to the project/activity for which you are applying for funding.

<u>Total Cost</u>	<u>Contribution you are seeking from NCC</u>
\$ _____	\$ _____
Facility use: _____	_____
Wages/Salaries: _____	_____
Promotion: _____	_____
Transport/Travel: _____	_____
Equipment/Materials: _____	_____
Overheads: _____	_____
Prizes: _____	_____
Other (specify): _____	_____
Total Project Cost _____	Total NCC Contributic _____

Have you received, or applied for, other sources of funding for this project/activity? Please provide evidence of this.

Source: _____	Value \$ _____	Secured Y/N _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total _____

5. Project/Activity Outcomes

Please list three specific outcomes by which the success of your project/activity can be measured. If your application is successful, you will be required to report on your organisation’s success in achieving these measurable results:

1. _____

2.

3.

6. Agency Information

What process do you have/will your organisation put in place to ensure the project/activity is successfully delivered? _____

Have you had a NCC One-Off Grant or Community Contract previously? Yes / No

If yes -when and what was this for (list up to three most recent): _____

Did you complete the accountability requirements? Yes No

Describe the purpose or main activity of the organisation: _____

Would you like to present your application at the Council hearing that will run Monday 5 – Wednesday 7 September?

Yes No

I declare this information to be true and correct.

Signed: _____ (date)

Position: _____

Approved by the management/executive group on _____ (date)

Thank you for taking the time to answer these questions.

Checklist

Attached:

1. Evidence of Charitable Status.
2. Last financial report or accounts (reviewed or audited by an accountant).
3. 1 recent bank statement no more than 6 months old.
4. Evidence of other sources of funding for the project/activity (if applicable).
5. Additional information to support your application and cover letter (optional).

Applications should be emailed to: enquiry@ncc.govt.nz (preferred option)

Or posted to:

**Nelson City Council
PO Box 645
Nelson 7040**

Telephone 546 0217 for enquiries

Or emailed to: enquiry@ncc.govt.nz

BY 4pm Monday 25 July 2011

Please note:

- **Applications should be sent in once only, either by email, post or drop in to the NCC Customer Service Centre**
- **Late applications will not be considered**
- Postage within Nelson may take up to 3 business days
- A list of all applicants and details of the grants awarded will be published following the Council allocation meeting (5 - 7 September 2011)