

## **Community Assistance Funding One-Off Grant Application Form 2011/2012**

- Please ensure you have read the 2011/2012 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) optional additional support information and/or covering letter (2 page maximum).

### **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. Grant request (maximum \$2,500)**

Grant request: \_\_\_\_\_ Percentage cost of total project \_\_\_\_\_%

Project details (describe what this grant will be used for): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 one-off grant will contribute to?

**Nelson City Council Community Outcomes**

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 project?

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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 for which you are applying for funding.

	<u>Total Cost</u>	<u>Contribution you are seeking from NCC</u>
	\$	\$
Facility use:	_____	_____
Wages/Salaries:	_____	_____
Promotion:	_____	_____

	<u>Total Cost</u>	<u>Contribution you are seeking from NCC</u>
	\$	\$
Transport/Travel:	_____	_____
Equipment/Materials:	_____	_____
Overheads:	_____	_____
Prizes:	_____	_____
Other (specify)	_____	_____
<b>Total Project Cost</b>	<b>_____</b>	<b>Total NCC Contribution</b> <b>_____</b>

Have you received, or applied for, other sources of funding for this project/activity?  
Please supply supporting documentation.

<u>Source</u>	<u>Value \$</u>	<u>Secured Y/N</u>
_____		
_____		
_____		

**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. (You may provide this information separately if preferred.):

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you complete the accountability requirements?      Yes                      No

Describe the purpose or main activity of your organisation:

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You may provide a **maximum** of 2 pages of support information (i.e. 2 x A4 sides) with your application.

**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.  Support Information/covering letter - maximum of 2 x A4 sides (optional).

Applications should be posted to:

**Nelson City Council  
PO Box 645  
Nelson 7040  
(Telephone 546 0217 for enquiries)**

Or emailed to: [enquiry@ncc.govt.nz](mailto: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)