

**Nelson City Physical Activity Fund 2010  
Application Form: Small Grant**

**Need Help?**  
If you would like some help to fill out this form, please:

- Read the 'Information for applicants' brochure
- Contact the Manager Cultural Social Recreation. 03 546 0289 [kath.inwood@ncc.govt.nz](mailto:kath.inwood@ncc.govt.nz).

**A. Applicant details** (the contact person is the person filling in this form)

Name of organisation \_\_\_\_\_

Postal address \_\_\_\_\_

Street address \_\_\_\_\_

E-mail address \_\_\_\_\_

Type of organisation \_\_\_\_\_

Number of members \_\_\_\_\_

Contact Person & position \_\_\_\_\_ Ph: \_\_\_\_\_

**B. Project Details**

1	Describe the project in full. What will you do with the funding to increase levels of physical activity for 0-20 year olds in Nelson?

2	How do you know there is a need for your project?
3	What track record does your organisation have in running similar projects?

How many people will benefit from the project?		How many people aged 0-20 will benefit from the project?		How many people living in the Nelson City Council area will benefit from the project?	
--	--	--	--	---	--

**C. Finances**

Are you registered for GST?      **Yes**      **No**                      **GST No:** \_\_\_ - \_\_\_\_ - \_\_\_\_\_

Please attach projected budget for the whole project

- This should show projected expenditure and income including your contribution in cash, voluntary effort and donated materials
- If you are registered for GST please do not include GST in these costs
- Please round all figures to the nearest dollar
- If you need more space please enclose a separate budget form

Expenditure	\$	Income (include any funding applied for and in kind items)	\$
<b>Total cost of the project</b>	<b>\$</b>	<b>Total income</b>	<b>\$</b>

Please list what are you applying for with this application?

- Please attach at least one quote for each item.

Item	Cost
1	\$
2	\$
3	\$
4	\$
<b>Total funding applied for</b>	<b>\$</b>

**D. Referee**

Please provide us with one independent referee that knows about the application that can be contacted regarding your application. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Phone (day)	(eve)
_____	_____	_____

**E. Declaration** *(please provide two authorised signatures for your organisation)*

*We hereby declare that the information supplied here on behalf of our organisation is correct and submitted with permission and in the knowledge of our governing body.*

*We consent to the NELSON CITY COUNCIL collecting the personal contact details provided in this application, retaining and using these details and disclosing them for the review of the Nelson City Physical Activity Fund. We undertake that we have obtained the consent of all contact persons to provide these details. This consent is given in accordance with the Privacy Act 1993*

Name: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach:

- *quotes from suppliers for each item/service you require funding for*
- *a current statement of income and expenditure, or*
- *a balance sheet from your organisation*

These items will complete your application.

**Please return your application to the Nelson City Council by  
5pm 10<sup>th</sup> September 2010**

**Send or Deliver to:**  
**Manager Cultural Social Recreation**  
 Nelson City Council  
 PO Box 645  
 110 Trafalgar Street  
 Nelson

*Fax - Attention of Kath Inwood, (03) 546 0289*  
*Email to Customer Services - [customer.services@ncc.govt.nz](mailto:customer.services@ncc.govt.nz)*

Check list

- Have you answered every question?
- Do your figures add up?
- Have you attached a projected income and expenditure breakdown for your project?
- Have you attached a current financial statement?
- Have you attached supplier quotes for your application? If not, have you explained why not?
- Have you included the name of one independent referees who can be contacted regarding the application?