

Application for Community Grant



1. Application details

1.1 Full name of organisation:

1.2 Physical address:

1.3 Mail address (if different from above):

1.4 Legal status of organisation:

1.5 Charities commission registration number (if applicable):

1.6 GST number (if applicable):

1.7 Contact person:

1.8 Position:

1.9 Phone:

1.10 Email:

1.11 Organisations bank name:

1.12 Organisations bank account number:

1.13 Briefly state the aims and objectives of your organisation:

1.13 How many members does your organisation have?

1.13 How many members live in Invercargill?

2. Application summary

2.1 Grant purpose or event name:

2.2 Date of event or that project commences:

2.3 Date funds required:

2.4 Total cost of project:

2.5 Amount requested:

3. Details of funding required

3.1 Describe the project/activity that you are seeking funding for (up to 300 words):

3.2 How many people will benefit from your activity?

3.3 Is your project/activity an event? Yes No

3.4 Please identify 3 community benefits of your activity:

1.

2.

3.

4. Accountability

4.1 Please list 3 outcomes by which the success of your activity/project can be measured:

- 1.
- 2.
- 3.

4.2 How does your project/activity help achieve Council's vision "Enhance our city and preserve its character while embracing innovation and change"?

5. Project budget

5.1 Have you applied to other funders for this activity/project? Yes No

Date applied	Organisation applied to	Amount requested	Is it confirmed? If yes, how much?
e.g 01/01/2018	ILT	\$5,000.00	Yes - \$5,000.00

5.2 Please provide a budget for your activity/project (including cost breakdown):

I have attached the budget: Yes No

- A. Total cost of project/activity** \$
- B. Less total funds available** \$
- C. In kind contribution** \$
- D. Difference** \$
- E. Amount requested** \$

5.3 Have you provided a quote for any item over \$500 in support of your application? Yes No

If no, please explain why:

5.4 How is your organisation contributing to the activity/project (resources, volunteers etc.)?

6. Organisation funding

6.1 What are the main sources of funding that your organisation receives for all of its services?

6.2 Please state the reason why the above funds are not being used to support this project/activity?

7. Declaration

I/we the undersigned declare and agree to the following:

1. The information given in this application is true and correct to the best of our knowledge.
2. I/We have the authority to commit our organisation to this proposal.
3. Any funding received will be used for the activity/project for which it is approved.
4. To participate in any funding audit of the organisation by the Invercargill City Council.
5. To complete the accountability requirements and where requested provide receipts.
6. If requested, I/we will provide a completed evaluation and/or report detailing the spending and outcome of our project/activity.
7. I/we understand that our names and details about the proposal may be released to the media or appear in publicity material.
8. We understand the Invercargill City Council is bound under Local Government Official Information and Meetings Act 1987 and details entered in this application may be released under the act.

Full name in CAPITALS:

Date:

Signature:

Position in organisation:

Full name in CAPITALS:

Date:

Signature:

Position in organisation: