



Invercargill Active Communities Funding Scheme

Application Form for Projects requesting \$1000 or more

Need help?

If you would like some help to fill out this form, please:

- read the **information for applicants' brochure**
- contact **Mary Napper, Invercargill City Council, Private Bag 90-104, Invercargill.**
Phone 03 2111669, 021 391 674

email mary.napper@icc.govt.nz

You must complete a separate application form for each project. Eg. one for referee training, one for coach training, one for equipment.

Please note: if you have received funding from the Community Sport Fund in the past, you must have returned your accountability form before this application can be considered. Applications close at noon on 29 March, 15 June, 28 September and 15 December each year.

A. Your details

Name of organisation _____

Postal address _____

Street address _____

Purpose or main activity of
the organisation (eg. tennis, scouts) _____

Contact names

Please give the names of two people who we can contact if we need more information. These contact people must be available by phone during the day and at night. The first contact **must** be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

1. Name _____ Phone (day) _____ (eve) _____
Email _____

2. Name _____ Phone (day) _____ (eve) _____
Email _____

B. What are you applying for?

Subsidy

- Coach and volunteer training
- Project costs including:
 - *starting new, or improving existing programmes or services*
 - *events and promotions aimed at increasing the number of people taking part in sport or active leisure*
 - *equipment vital to the development of the sport or active leisure programme*

Loan

- Improving or developing new or existing facilities,

C. Project details

1. How many members belong to your club/organisation? _____

How many of these members live in Invercargill? _____

2. Will your project benefit participants aged 5-19? **Yes / No**

If so, how many participants? _____

3. Does your project involve a partnership with a local school? **Yes / No**

4. Have you discussed your project with your Regional Sports Organisation or if there is no Regional Sports Organisation with Sport Southland. **Yes / No**

Please describe fully: *(If you wish to use a separate sheet a summary of the information must be included in the space below.)*

5. What your organisation wants funding for

D. Financial details

Are you registered for GST? **Yes / No**

If yes, write your GST number here

- **If you are registered for GST please do not include GST in these costs**
- **Please round all figures to the nearest dollar**

Project Costs <i>List all the costs eligible for this project,</i>	\$	Income <i>How will your group contribute financially to the project?</i>	\$
		grants (successful or proposed)	
		other	
<i>(A) Total cost of the project is</i>		<i>(B) Your contribution is</i>	

How much money are you applying for? \$ _____

To find out how much money you should apply for, subtract ***your contribution (B)*** from the ***total cost of the project (A)***. The answer is the amount of money you need in order for your project to go ahead.

Briefly describe any voluntary effort or donated materials provided for the project

Voluntary effort: (eg. number of hours)

Donated materials: (eg. approximate \$ value)

If you have applied to any other organisation for funding for this project, please list the organisation/s, the amount of money you are applying for and when you will know the result of your application.

<i>Organisation/s (including other councils)</i>	<i>\$ Requested</i>	<i>Result Date</i>
		/ /
		/ /
		/ /
		/ /

For all applicants:

Have you received funds from any organisation in the last two years? **Yes / No**

If yes, please give details below:

<i>Funding Organisation</i>	<i>Project</i>	<i>\$ Received</i>	<i>Year</i>
Invercargill Active Communities Fund			
NZ Lottery Grants Board			
Community Trust of Southland			
Pub Charities/ILT Foundation			
Other			

E. Declaration (please provide two signatures)

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to the Invercargill City Council collecting the personal contact details provided in this application, retaining and using these details for the purpose of review of the Invercargill Active Communities Funding Scheme. We undertake that we have obtained the consent of the other contact person 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:

- *your most recent audited annual accounts*
- *a recent bank statement showing all accounts including investments.*

These items will complete your application.

Please return your application to the Council by
NOON on 28 September, 15 December, 29
March or 15 June,

To:

***Mary Napper
Invercargill City Council
Private Bag 90-104
Invercargill***

Checklist

Have you answered every question?

Do your figures add up?

Have you attached audited accounts, a coded bank deposit slip and a bank statement?

Have you attached evidence of endorsement from local affiliated clubs?
(regional organisations only)

HOW DID YOU FIRST HEAR ABOUT THE FUNDING SCHEME? (Tick as appropriate)

Please indicate with a tick (✓) how you heard about the funding:

- From a previous application you've made
- Word of mouth
- A reminder letter from the Council
- A notice in the newspaper
If so, please indicate which newspaper:
 - The Southland Times The Southland Express?
 - Other (please specify):
- Website/Social media
- Radio
If so, please specify the station:
 - Foveaux Classic Hits The Rock Radio Hauraki
 - The Edge ZM Radio Pacific Radio Live
 - Newstalk ZB Radio Southland Other: