



## 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 **Strategy and Policy, Invercargill City Council**

**Phone: 03 211 1777**

**Email: [active@icc.govt.nz](mailto:active@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 Invercargill Active Communities Fund in the past, you must have returned your accountability form before this application can be considered.

**Applications for projects close at noon on 27 September and 22 November 2021.**

### 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?  
If so, how many participants? \_\_\_\_\_
3. Does your project involve a partnership with a local school?
4. Have you discussed your project with your Regional Sports Organisation or if there is no Regional Sports Organisation with Sport Southland.

***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

6. How your project will benefit the organisation or community and **how many people you anticipate will be involved as participants and/or audience.**

7. Start date of your project: \_\_\_\_\_ Finish date of your project: \_\_\_\_\_

If applicable please select the category that applies to your application and answer the question/s.

8. **Coach and volunteer training** How many people do you wish to train? \_\_\_\_\_
9. **Funding to run a training programme** Is the venue accessible to people in wheelchairs?

10. *If you are a regional organisation:*

Do you have the endorsement of your local affiliated clubs for this project?  
*(if yes, please attach evidence of endorsement)*

#### **D. Financial details**

Are you registered for GST?

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

<b>Project Costs</b> List all the costs eligible for this project,	<b>\$</b>	<b>Income</b> How will your group contribute financially to the project?	<b>\$</b>
		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?

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 Invercargill  
City Council by noon on 27 September 2021

***To:  
Strategy & Engagement  
Invercargill City Council  
Private Bag 90104  
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: