Oxford Eyre Ward Advisory Board Application Form
Groups Applying for Board Discretionary Grants 2012/13

Name of Group: _____

Address: _____

Contact Person within Organisation: _____

Position within Organisation: _____

Day Phone: _____ Email: _____

What is the project and what would the grant funding be used specifically for?
(Use additional pages if you wish).

_____

_____

_____

_____

_____

_____

_____

Overall Cost of Project: $_____ **Amount Requesting**: $_____

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)?

No ¡ Yes ¡ If yes, name of parent group _____

What is the relationship between your group and the parent group? _____

_____

How many people will directly benefit from this project? _____

Who is the range of people benefiting from this project? *(can tick more than one box)*

Preschool ¡ School/youth ¡ Older Adults ¡ whole community/ward ¡

People with disabilities (mental or physical) ¡ Cultural/ethnic minorities ¡ District ¡

Do all of these people reside in the Oxford Eyre ward? Yes ¡ No ¡ Most (other areas)

_____

Other organisations funding applied to and value applied for this project:

_____

_____

Have you applied to the Oxford Eyre Ward Advisory Board for other project funding in the past 12 months?

No ¡ Yes ¡ *(details)*

_____

Enclosed: ¡ Financial Balance Sheet and Income & Expenditure Statement (Please Note: *– your application cannot be processed without financial statements 1-2 pages*).

¡ Supporting costs/quotes *(not compulsory)*

¡ Other supporting information

I declare that all details contained in this application form are true and correct to the best of my knowledge. I accept that successful applicants will be required to report back to the Ward Advisory Board by completing a simple Accountability Report. I accept that information provided in this application may be used in an official Council report available to the public.

Signed: _____ **Dated:** _____

If you have any queries please contact Board Secretary, Clare Mead at Rangiora 03 311 8900
Please return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to: The Secretary, Oxford Eyre Ward Advisory Board, c/- Waimakariri District Council, Private Bag 1005, Rangiora 7440 or can be delivered to the Oxford or Rangiora Service Centres. Applications are recommended to be received six weeks prior to Board meeting dates for processing.

Criteria for Oxford Eyre Ward Advisory Board 2012/2013 Discretionary Funding Applications

- Applications will only be accepted from non-profit community-based organisations.
- The group should have strong links with the community of the Oxford Eyre ward.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- The applications should clearly state the purpose for which the money is to be used.
- The Board support a wide range of community activities but the application will be declined if it is deemed to fund debt.
- The applicants should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible or feasible applicants must declare other sources from which funding has been applied for or granted from for the project being applied to the Oxford Eyre Ward Advisory Board.
- Grant applications will be considered twice yearly by the Oxford Eyre Ward Advisory Board (ie November 2012 and April 2013). Applications are recommended to be received six weeks prior to Board meeting dates for processing.
- Funding grants will be up to a maximum of $250 per project but the group can apply twice in that financial year (July 2012 to June 2013), providing it is for different projects with the maximum of $500 being granted in any financial year to the same group.
- An accountability form must be provided to Council outlining how the funds were applied, within twelve months or prior to a new application. A new application will not be accepted until the accountability form has been completed and returned.
- In the event that funds are not spent on the project or activity applied for the recipient may be requested to return the grant funding to the Council.