

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Criteria for application

- The Board supports a wide range of community activities. However, an application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

Describe your project or event and what the grant funding will specifically be used for. *(Use additional pages if needed)*

What is the timeframe of the project/event date? _____

Overall cost of project/event: _____ Amount requested: _____

How many people will directly benefit from this project? _____

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

People with disabilities (mental or physical)	Cultural/ethnic minorities	District
Preschool	School/youth	Adults
	Whole community/ward	

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

What are the direct benefit(s) to the participants?

What is the benefit(s) to your organisation?

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

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

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

Enclosed Financial Information (*compulsory – your application cannot be processed without financial statements*)
Bank Statement (*Bank Statements will remain confidential*)
Supporting costs, quotes or event budgets
Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

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 Community Board by completing an Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: *A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.*

Signed: _____ Date: _____