You MUST get your application to us by 1 November 2019.

You MUST be able to attend the Grant Committee meeting during late November 2019.

If you are successful you MUST be able to attend the Review meeting during early February 2020.
Waimakariri District Council
Youth Development Grant 2019 Criteria

Purpose of the Grant
To support one or more young people seeking:
• To enhance and grow their personal development
• To enhance their leadership skills and
• To enhance the community in which they live
• To help or benefit others.

General overview
Available to young people living in the Waimakariri District aged between 16 and 22 at the time of application.
A Grant of up to $4,000 will be available for allocation to suitable applicants in any one year.
The Committee may award more than one Grant up to a combined maximum of $4,000 in the 2019/2020 financial year (1 July 2019 to 30 June 2020).

Application Process outline
Applications will open on 16 September 2019 and close at 4pm on 1 November 2019.
Applications must be fully completed and supported by two references. For example teacher, school principal, employer, faith leader, youth worker or community group leader.
One reference may be permitted from a member of the applicant’s wider family.
Applications will be considered and Grant(s) awarded in late November 2019.

Selection Process
The Youth Development Grant Committee includes the four Community Board Chairs and an appointee of the Waimakariri Youth Council.
The Committee is the sole decision making body.
The Committee will meet in November 2019.
Short listed applicants will be expected to come along to present their application to the Committee and to answer any questions that the Committee may have.
We will contact you in November if you have been selected to present to the Committee and what time we would like to see you.
You will be expected to present an overview of your proposed project/activity to the Committee and you may choose how you do this.

It could be using a Powerpoint presentation, flip chart, video or anything you feel will highlight why the Committee should award the Grant to you.
The Committee members will ask all applicants a series of general questions to help them make a decision. They may also ask some specific questions about you and your project/activity.
The presentation and questions should take no more than 20 minutes and will be relatively informal. We want to support and encourage you to do well and it is not intended to be daunting.

Looking after the money and supporting you on your project/activity
If you are successful we will work with you to formalise an agreement on how the Grant will be paid to you and at what stage. This is really important as we all need to be sure that the Grant is spent on the project/activities you have told us about. We will also make this as straightforward as we can and help you to do this.
We will need you to sign a Financial Accountability Agreement and confirm with one of your referees that you have understood the agreement and that all the financial information you give to us will be accurate and truthful.
If you have a problem at any time with the project, or get stuck on something, we ask that you tell us straight away so that we can help you. We want to work with you to figure things out.
One of the Committee members will contact you from time to time to offer support and encouragement.

Other stuff
If the Committee determines that the full fund should NOT be allocated (in late November) a further application round may take place in March 2020.
If you are selected you will be expected to update the Committee regularly on your progress. We will work with you to agree how often and when this should be.
In all cases there will be an initial review in early February 2020.
If you have any questions please email us at com.board@wmk.govt.nz or call Thea on 0800 965 468
A FEW FORMALITIES

If you have any questions please email us at com.board@wmk.govt.nz or call us on 0800 965 468 and ask for Thea.

### Personal Details

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<th>Name</th>
<th>Mobile/contact number</th>
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<tr>
<td>Address</td>
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<td>Date of Birth</td>
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### Referee One Details*

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<th>Name</th>
<th>Mobile/contact number</th>
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### Referee Two Details*

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*Please note that each of your referees MUST provide a formal reference letter of support for you and your project. These need to be submitted with your application. (Remember only one reference is permitted from a member of your wider family.)
Now it’s over to you...

Please tell us as much as you can about your project or activity. You can send us electronic copies of any additional or supporting information that you think is important and will help us understand more about you and your application. (Before you begin please make sure you have read the Grant Criteria.)

We will make an initial assessment based on what you tell us in your application.

1. Tell us a little bit about yourself, including your aspirations and goals. (At least 200 words)
What would you like to use the Grant for? Make sure you tell us about how you will benefit and also who else will benefit if you are successful. (At least 500 words)
3 How long will the project or activity take? Tell us about any key milestones or stages.

4 How will you know it’s going well and what will you do if things are not going to plan?
5 What will it cost? How have you calculated this? How much money are you seeking?

6 If you aren’t successful this year, what will you do to still try to achieve your project or activity?

7 Tell us why you chose your two referees.
Well done - Your Application Form is nearly complete
Now you need to print your application so that both you and one of your Referees can sign in the boxes below.

**Applicant Declaration**

I ____________________________ (full name) confirm that I live in the Waimakariri District and that the information presented in my application is accurate to the best of my knowledge.

Signed ____________________________ Date ____________________________

**Referee Declaration**

Please ensure at least one of your referees signs here.

I ____________________________ (full name) confirm that I will support the applicant with their chosen project/activity and that the information supplied by the applicant is accurate to the best of my knowledge.

Signed ____________________________ Date ____________________________

**Don’t forget to include**

- Proof of age – copy of birth certificate, passport or driving licence
- Financial or cost information for your project/activity
- Your reference letters from your two referees
- Additional information. Tell us what else you have included so we can make sure we have received it:

You can either print everything and deliver it to us or you can send electronic copies by email.

- When you are happy that you have everything ready you can print everything and deliver it (attention: Thea) to any of the Rangiora, Kaiapoi or Oxford Service Centres.
- Alternatively you can scan the signed application form and email it (attention: Thea) with electronic copies of all the other information to records@wmk.govt.nz