

GREENSPACE

Community Facilities Grant Application

Applicant details

Group name: _____ Application date: _____

Contact name: _____

Phone number: _____

Email: _____

Address: _____

Application

What is the legal status of your group? *Charitable trust, incorporated society, non-profit organisation, informal group, other.*

What category do you fall under as a user group? If unsure, please see user definitions on page 6.

Commercial

Individual

Community Event

Community Regular Hirer

Please provide a brief description of your group and activities.

What facility do you use? (List all Waimakariri community facilities that you use.)

How often do you use the facility?

What activities do you provide at the facilities?

Do you charge fees for your activity? Yes No What is the fee? _____

Please provide details about the fees you charge for your activity.

What is the expected income from your activity? Please provide details about the income you will get for your event from ticket sales, sale of goods, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from Waimakariri District Council.

What does your group do with any income or profits generated from your activity?

Would your group be sustainable whilst paying the standard booking fee? Yes No

Please detail the financial position of the group and how paying the standard booking fee would cause a financial barrier or cause your group to not be sustainable.

Has your group suffered financial hardship because of a booking fee/s?

Please detail why your group should be exempt from the standard booking rates?

Please outline the services the grant would allow and describe the activity?

What other fundraising has your group undertaken towards your booking? List any organisations you have applied or intend to apply to for funding for this event.

Please list all your bookings or total cost of your bookings and the grant amount you would like to apply for:

[illegible]

Total bookings cost: _____

Total grant requested: _____

Is this a multi-year application? Yes No

Is this application requesting a full fee waiver or over \$500?

Full waiver Over \$500

Please read the following Community Facilities Grant Policy before submitting your application.

GREENSPACE

Community Facilities Grant Policy

The Community and Recreation Committee grant is available where community groups find Council approved facility rental rates to be a financial barrier.

Some examples of groups that would be considered eligible for waiving fees include:

- Individuals/groups trying to draw together their local communities of interest
- Neighbourhood-based groups desiring to organise local, free, publicly accessible events
- Fundraisers or other events held to generate financial support for a charity.

Some examples of groups that would **not** be considered eligible for waiving fees under this policy include:

- Private functions by individuals/groups
- Campaigns or events held for political purposes.

Requests will be considered based on the following:

- The hirer is 'not for profit'
- The required space is available
- The community value of the activity is clearly identified
- The financial position of the group identifies hardship
- No other suitable grant is available from external sources.

Grant funding process

If you would like to apply for a grant, please complete the questions on pages 1-4. Your application will be presented to the Council's Facilities and Consents Fee Waiver Subcommittee for consideration.

The Community and Recreation Committee of the Council has delegated authority to approve any grant applications. Grants are intended to provide affordable and equitable access to community facilities. It is designed to help community groups and organisations whose goals are aligned with the Council's community outcomes.

This assistance may be full payment of fees or partial payment depending on the group's ability to contribute. The Committee may consider multi-year applications.

Once an application for a grant is received, processed and the level of assistance determined, for full approvals the full dollar value will be credited to the applicant's account with the Council. For applications which have requested a reduced rate your booking will be adjusted to reflect the reduced amount for each booking. Each month an invoice is generated it is the responsibility of the applicant to ensure any balance is paid on a monthly (or as arranged) basis.

User charging categories

- Commercial
- Community/individual (combined).

User categories definitions

Commercial

For an event (commercial, seminars and corporate) which primary purpose is for a commercial/enterprise.

Individual *

By an individual or collection of individuals where the event is not open to the public i.e. social function events.

Community *

For an event which primary purpose that provides an educational, social or economic community benefit that is able to be demonstrated.

Where the event or meeting is run by an association managed by a committee and all profits after reasonable operating expenses are returned to the community in some verifiable manner. Profits may also be held by the group and applied to the upgrading of equipment for use in future events or improving services to the members of the group and/or the community at large.

An event or meeting where there is a passive or active recreational value to the community and activities where meetings or events are organised on a regular, scheduled basis but attended by members of the public on a casual basis and where a nominal fee is charged to cover the cost of the venue and reasonable operating costs. This would include events such as fitness or aerobic type classes, music and dance groups, gardening groups and other activities designed to provide recreation on a not for profit basis.

* **Note:** While there are different definitions for individual and community users, updated hire fees for both groups are identical.

For a copy of the Community Facilities Fees and Charges Policy please contact Facilities@wmk.govt.nz

This policy will be reviewed every six years, with the next review to be completed by September 2025. The fees and charges will be reviewed on an annual basis through the Annual Plan or Long Term Plan public consultation processes.

Application Requirements

All applications should include the following:

- A 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities OR a bank statement which shows the position of the group applying.
- Applicants must declare other sources from which funding has been applied for, or granted from, for their events.
- All bookings must be listed and entered into the booking system to determine the financial amount which is being applied for.
- When assessing grant applications the Council considers a number of factors in its decision making. These include, but are not limited to; type of event, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the event and benefits to participants, the better informed the Council is. You are welcome to include a cover letter as part of your application.

Applications cannot be processed until this information is received.