



# Waimate District Council Sports Fund Scheme

## Application Form

1. Full Name of Organisation or Group:

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2. Address of Organisation or Group:

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3. Name and Address of Contact Person:

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Telephone Number: Day \_\_\_\_\_ Night: \_\_\_\_\_

Email: \_\_\_\_\_

4. Objectives of your organisation (use separate sheet if necessary):

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5. Describe the project for which you are seeking financial assistance (use separate sheet if necessary):

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6. What is your organisation's contribution to the project (please include both financial and volunteer contribution):

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7. Please summarise your organisation's own fund-raising efforts for this project:

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8. Please detail the complete costs of the project:

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Less your contribution \$ \_\_\_\_\_

Other Funding \$ \_\_\_\_\_

**Total Amount requested from Council** \$ \_\_\_\_\_

9. When will the project be completed?

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10. Has your organisation previously received a grant from Council within the last 5 years? If so, state years received and amounts:

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11. Have you applied to any other organisation for funding (in the same financial year) and if so what was the result?

Organisation - <i>(including other councils)</i>	Amount requested (\$)	Results date <i>(if known)</i>

12. Who will benefit from the grant to your organisation?

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13. Please detail all sources of fundraising and amounts relevant to the project:

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14. Date grant applied for: \_\_\_\_\_

15. Signature of Applicant: \_\_\_\_\_

16. Position of Signatory: \_\_\_\_\_

17. Date: \_\_\_\_\_

## **Notes**

1. Your application will not be considered unless a copy of your most recent, not more than 12 months old, audited annual accounts is attached.
2. Please include a bank account deposit slip.
3. Any queries regarding this application please contact the Grants Administration Officer, Waimate Information Centre, ph: 689 7771.
4. Inland Revenue Department consider this as a Council grant to respective organisations. There is no GST component or requirement.
5. Your application will not be considered by Committee unless you have completed an Accountability Form for previous funding.

## **Please return to:**

**Grants Administrator  
Waimate District Council  
P O Box 122  
Waimate 7960**

## **Checklist**

Have you answered every question?

Have you attached all relevant documents with your application including quotes where relevant?

## Criteria and Eligibility

1. Applications must be for projects and will not be considered for general administration purposes, or be in the nature of annual subscriptions.
2. Applicants must demonstrate benefits of their project to the local community.
3. It is recommended that applicants also demonstrate that some local input has been achieved by way of fundraising or voluntary labour or materials.
4. The projects for which grants are sought must be capable of completion within one year of application. Refunds will be requested if project not completed within one year. Organisations will be asked for proof of their completion.
5. All application forms must be completed in full before being submitted for consideration.
6. All applications must be accompanied by the following:
  - a. A set of audited financial statements not more than 12 months old.
  - b. A quote for the project items applied for.
7. Grants must only be used for the project applied for. If any project is cancelled then the grant must be returned to Council.
8. All applicants will be required to submit an Accountability Form immediately after the grant has been expended.
9. If only partial expenditure of the grant is required, then the balance must be returned to Council.
10. Please be aware that your application will not be considered by Committee unless you have completed an Accountability Form for previous funding.

## Summary of Eligible Projects

- a. Coach or volunteer training.
- b. New initiatives, activities or promotions put in place to attract new members or offer new opportunities.
- c. Purchase of equipment (excluding uniforms).
- d. For Regional Sports Trusts to deliver programmes, training courses and community sporting events.
- e. To assist with outside expertise, e.g. judges to attend at local sporting events and activities.
- f. For individual's expenses involved in attending sport at Regional or National levels. This application must be lodged by the individual's sporting club or organisation.