



# UPPER HUTT CITY COUNCIL COMMUNITY GRANTS

Upper Hutt City Council  
Private Bag 907  
UPPER HUTT  
Email: [funding@uhcc.govt.nz](mailto:funding@uhcc.govt.nz)  
Grant enquiries Ph 527 2792

Welcome to **2009 / 2010**  
Upper Hutt City Council Community Grants!

The purpose of the Community Grants Scheme is to support the development of a positive healthy city by contributing financially to local organisations, which strengthen the community support network in Upper Hutt.

Applicants are advised to keep funding requests realistic. An approximate total of **\$40,000** is available for allocation. Normally a large number of applications are received and groups typically receive grants of between \$500 to \$800.

*Please read the following criteria and priorities BEFORE filling in this form.*

## CRITERIA FOR ALLOCATION OF FUNDING

1. Applicants must show a strong need for the service or programme or event, and wide **community benefit**.
2. There must be a **demonstrated need** for additional funding.
3. Applicants should be able to show **substantial volunteer involvement and self-help**.
4. Applicants must demonstrate **limited ability to access other local sources of funding**.
5. All Community Grant recipients from the last funding round (2008/2009) must have completed & sent in their accountability report before being eligible for grants from this funding round.

## NOTE:

6. Applicants who have a project that qualifies for funding under the Creative Communities Arts Funding Scheme.
7. A project which is eligible to receive direct funding from central government will not normally be considered.
8. Unfortunately, preschools, primary and secondary schools do not fit the eligibility requirement for this fund.
9. In most instances, equipment is viewed as a lower priority to administrative or operational costs unless you have evidence that it is a fundamental requirement for your organisation.

**If you are unsure of the eligibility of your request, please telephone  
Kim Cheeseman, Community Support & Funding Officer - on 527 2792  
BEFORE filling in this form.**

**Applications Close:  
THURSDAY 30<sup>th</sup> July 2009 at 5.00 pm**

## APPLICATION FORM

### ***Explanation Notes:***

- Council will assess all applications for grants on an equal footing, so requires the following information for comparison purposes.
- Council considers all applications at one time, this year it will be **mid September**.
- Please use an extra sheet if necessary.
- Please type or write in black pen.
- **NOTE GREY BOXES MUST BE FILLED IN TO BE ELIGIBLE**
- **YOUR ORGANISATIONS FINANCIAL ACCOUNTS MUST BE INCLUDED WITH THE APPLICATION**

### **PART A. ~ ORGANISATION DETAILS**

<b>1</b>	Name of organisation		
<b>2</b>	Name of account for cheques to be made out to		
<b>2</b>	Postal Address		
<b>3</b>	Contact Person		
<b>5</b>	Position in organisation		
<b>4</b>	Telephone number	<b>home:</b>	<b>work:</b>
	GST Number (if applicable)	<i>Without this number your grant can not be processed</i>	
<b>7</b>	Financial statement	<b>Please tick if attached.</b> <i>This is for auditing purposes and <u>must</u> be supplied</i>	
<b>8</b>	How many individuals are involved in your organisation?		Volunteers
			Paid Workers
			Members belonging
<b>9</b>	Please tick the box that best describes your organisation  <b>ONLY TICK ONE BOX PLEASE</b>		Education Institution
			Club
			Welfare Agency
			Recreation Group
			Pre-School Education
			<i>Other: _____</i>

## **PART B ~ PROJECT DETAILS** *(Attach extra sheets if necessary)*

10	Please detail your funding needs	How much are you applying for: <b><i>THIS MUST BE FILLED IN</i></b> <i>even if approximate</i>	\$
		Reason:	
11	How will this funding be spent		
12	Please specify the project's benefit to Upper Hutt City	How many UH residents will this funding benefit: <b><i>THIS MUST BE FILLED IN</i></b>	
		Benefits:	

Signature 1: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

### **CHECKLIST**

- |  |  |
|--|--|
| <input type="checkbox"/> You have answered all the questions | <input type="checkbox"/> Your contact person can be reached easily |
| <input type="checkbox"/> YOUR FIGURES ADD UP                 | <input type="checkbox"/> Latest accounts/balance sheets attached   |

***Please return to:*** Community Support & Funding Officer, Upper Hutt City Council  
 Private Bag 907, UPPER HUTT

***No later than***  
**THURSDAY 30<sup>th</sup> July 2009 at 5.00 pm**