

The 2011 Upper Hutt City Council Community Grants Scheme

The purpose of the Upper Hutt City Council 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.

Upper Hutt Community Grants can fund operational and administrative costs for organisations that are either based in Upper Hutt or can evidence that Upper Hutt residents will benefit as a result of the fund.

Amounts available for allocation in 2011

Community Grants	\$38,000	For organisations based in Upper Hutt or with a high number of members residing in Upper Hutt.
Regional Grants	\$37,000	For national bodies, organisations with a regional focus or organisations that can apply to other territorial authority (Council) areas.

Typically a large number of applications are received and community grants groups usually receive grants between \$200 to \$800.

IMPORTANT NOTE: REQUIREMENTS HAVE CHANGED FROM PREVIOUS YEARS
A BANK DEPOSIT SLIP MUST BE ATTACHED – NO CHEQUES WILL BE ISSUED

CRITERIA FOR FUND ALLOCATION

1. Applicants must show a strong need for the service, 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 previous funding round (2010) must have completed & returned their accountability report before being considered for a grant from the **2011** funding round.

NOT ELIGIBLE:

1. **Arts based projects** *Applicants who have a project that qualifies for funding under the Creative Communities Arts Funding Scheme.*
2. **Central government funded** *A project which is eligible to receive direct funding from central government will not normally be considered.*
3. **Schools** *Unfortunately, preschools, primary and secondary schools do not fit the eligibility requirement for this fund.*
4. **Equipment (in most instances)** *Equipment is viewed as a lower priority than administrative or operational costs, unless you have strong evidence that it is a fundamental requirement for your organisation.*

If you are unsure about the eligibility of your request, please telephone the Community Support & Funding Officer - on 04 527 2792 BEFORE completing this form.

Applications open: Wednesday 1st June annually

Applications close: THURSDAY 28 July 2011 at 5.00 pm

NO late applications will be considered

APPLICATION FORM

Please present your application with single sided paper and no staples.

Explanatory Notes:

1. Council assesses all grant applications in an equitable process. We require the application information for comparison purposes.
2. Council considers all applications during one assessment committee meeting in mid September.
3. Please use extra sheets if necessary.
4. Please type or write in black or blue pen only.
5. **NOTE: GREY BOXES MUST BE FILLED IN FOR YOUR APPLICATION TO BE CONSIDERED**
6. Your organisation's financial accounts must be included with the application. Applications without financial accounts will not be considered.
7. If an accountability report has not been returned relating to previous funding from the Upper Hutt Community Grant scheme, your application will not be considered.

Applying for:

Tick only one

Community Grants

For organisations based in Upper Hutt or with a high number of members residing in Upper Hutt.

Regional Grants

For national bodies, organisations with a regional focus or organisations that can apply to other territorial authority (Council) areas.

PART A. ~ Organisation details

1	Name of organisation:			
2	Contact person:			
3	Position in organisation:			
4	Postal address:			
4	Telephone number (day):		Alternate number:	
5	GST Number <i>(if applicable)</i> <i>(Without this number your grant will not be processed)</i>			
6	How many individuals are involved in your organisation?		Volunteers	
			Paid Workers	
			Membership	

Please tick

Current financial statements are attached *(no grant will be considered without financial reports attached)*

Accountability from previous funding has been returned

PART B ~ Project details *(Attach extra sheets if necessary)*

7	Please detail your funding needs	How much are you applying for: <i>THIS MUST BE FILLED IN</i> even if approximate	\$
		Reason:	
8	How will this funding be spent		
9	Please specify the project's benefit to Upper Hutt City	How many UH residents will this funding benefit: <i>THIS MUST BE FILLED IN</i>	
		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 |
| <input type="checkbox"/> Bank deposit slip attached | <input type="checkbox"/> Accountability report from previous funding rounds returned |

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

No applications will be accepted after this date

THURSDAY 28th July 2011 at 5.00 pm