

Community Grants Scheme

APPLICATION FORM - DETAILS



2020 Round

Applications open Monday 15 June 2020.
Applications close at 5.00 pm Friday 31 July 2020.
Incomplete or late applications will not be accepted.

Before you fill in this form, read the information guide for applicants carefully to find out about the types of activities that can and cannot be funded and make sure you are eligible to apply.

You will find this at www.upperhuttcity.com/community-grants/

Applicants must demonstrate:

- A strong need for the service, programme or event and wide community benefit
- Substantial volunteer involvement and self help
- How the service, programme or event promotes a sense of community or contributes to community well-being

Explanatory Notes:

- Council considers all applications during the assessment committee meeting on Tuesday 24 September 2019.
- Your organisation's financial accounts must be included with the application. Applications without financial accounts will not be considered.
- 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.

If you have any queries, or to get help with your application, contact the scheme administrator to discuss your project at funding@uhcc.govt.nz or on (04) 527 2793.

Please send your application to:

Upper Hutt City Council
ATTN: Community Development Advisor (Funding)
Private Bag 907
Upper Hutt 5140

Or email with appropriate attachments to funding@uhcc.govt.nz

Community Grants Scheme

APPLICATION FORM



1. Applicant is: *(Please choose one)*

- Local** For organisations based in Upper Hutt or with a high number of members residing in Upper Hutt.
- Regional** For national bodies, organisations with a regional focus or organisations that can apply to other territorial authority (council) areas.

2. Organisation Details:

Name of Organisation

Contact Person

Postal Address

City Postcode

Email Address

Phone Number (day) Alternate Number

G.S.T. Number

Bank Account Details *Account Name*

Account Number - -

Please provide evidence of bank account such as a bank deposit slip, bank statement or letter from the bank confirming the account number and account holder details (date stamped and signed by bank).

How many individuals are involved in your organisation?

Paid workers *Members /Volunteers*

2. Requested Amount: How much are you applying for?

Have you applied for funding elsewhere for this service / programme / event? Yes No

Organisation:	Purpose:	How much applied for:	Outcome:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you wish to speak to your application at the committee meeting on Thursday 20 Aug, 10am Yes No

4. The service / programme or event:

Briefly describe your group/organisation and what your purpose is

How did you identify the need for this service?

What is the funding needed for? *If it is for a project etc. please provide quotes, if it is for utilities (power, phone, insurance etc.) please provide a copy of a previous bill.*

How does the service/programme or event promote a sense of community and contribute to community well-being?

How many Upper Hutt residents will this funding benefit?

Checklist:

- All sections of the application form have been completed
- The application demonstrates:
 - A strong need for the service, programme or event and wide community benefit
 - Substantial volunteer involvement and self help
 - How the service, programme or events promotes a sense of community or contributes to community well-being
- Current financial statements are attached (no grant will be considered without financial reports attached).
- Accountability from previous funding has been returned with all relevant receipts attached.
- Bank account details attached (deposit slip/ statement)
- Copy of a utility bill (if applying for funds to pay utilities such as power, phone, insurance)
- Have you indicated whether or not you want to present your case to the committee
- Supporting documentation attached

Name 1:

Position in Organisation

Signature

Date

Name 2:

Position in Organisation

Signature

Date