



Rates Remission Application Form for Community Organisations

The purpose of granting rates support is to reduce the rating obligations on those community organisations that will benefit the community and who support Council's Vision and Outcomes.

Applicant Details

Valuation Reference Number/s	
Full name of organisation	
Contact person	
Daytime phone number	

Physical & Postal Address Details

Physical Address			
PO Box			
Town		Postcode	
Email			

Funding Criteria

Council rates support will be administered annually and may be made for a multi-year term to a maximum of three years. Council may remit rates where the application meets the following criteria:

- Directly links with the Council’s vision statement, outcomes; and
- A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used principally for sporting, recreation, art or community purposes; or
- A rating unit that is leased by a charitable organisation for a period of at least one year is used principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council’s rates under the property’s lease agreement.

Definition of “charitable organisation” is a charitable entity which means a society, an institution, or the trustees of a trust that is or are registered as a charitable entity under the Charities Act 2005.

Organisation Details

Please give a brief description of what your organisation’s objectives are.

Demonstrate how the purpose of your organisation aligns with Council’s vision, outcomes.

Demonstrate how your organisation’s service or services meet the current and future needs of Manawatu District residents.

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.

Estimated number of active members, clients or participants	
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Do other organisations use your facilities?

- Yes No

If yes, please give details of these organisations.

Financial Information

What is your organisation's legal status?	
What is your Charities Commission registration number?	
What is your Charities Commission registration date?	

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?

Yes No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.

Please provide a copy of the following documentation to support your application.

- Your organisation's constitution
 - Proof of charitable status and/or a copy of income tax exemption certificate.
 - A copy of a lease agreement of the property (if not owned)
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Declaration

- The details in all sections of the application are true and correct to the best of our knowledge.
- We have the authority to commit our organisation to this application to the Manawatu District Council.
- We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.
- We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

- The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.
- All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:

- Is bound by the Local Government Official Information and Meetings Act 1987.
- We also consent to it recording the personal contact details provided in this application, retaining and using these details.
- We understand that our name and brief details of our organisation may be released to the media or appear in Council documentation.
- We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.
- This consent is given in accordance with the Privacy Act 1993.

1st Signatory

Name	
Position in Organisation	
Signature	
Date	

2nd Signatory

Name	
Position in Organisation	
Signature	
Date	

Final Check

Make sure you have

- Completed all the sections
 - Provided financial details
 - Attached supporting documents
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Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Telephone 06 323 0000 or
Email janine.hawthorn@mdc.govt.nz