



**Details of Event / Activity**

9. Please give a description *of the specific event/activity* for which you are seeking assistance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(continue on separate sheet if necessary)*

10. Please provide details about the location or venue of where the event/activity will be held.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Briefly describe any voluntary effort or donated materials provided for the project

Voluntary effort: (eg. Number of hours)

\_\_\_\_\_

Donated materials: (eg. Approximate \$ value)

\_\_\_\_\_

*Please **DO NOT** include the \$ value of your voluntary contribution in your budget*

12. Please provide a detailed budget specifically for the project for which you are seeking assistance:

*Note: (i) All figures must be GST inclusive.*

*(ii) A written quotation from the suppliers, on all project costs is to be attached*

Expenditure (for project only)	\$
Total Cost of the project is	(A)

Income (for project only)	\$
Funds on hand	
User Fees/Subs	
Sponsorship	
Other grants (granted/proposed)	
Loans (granted/proposed)	
Other eg fundraising	
Your contribution is	(B)

To find out how much money you should apply for, subtract **your contribution (B)** from the **total cost of the project (A)**. The answer is the amount of money you require in order for the project to go ahead.

**How much money are you applying for?**

\$ \_\_\_\_\_

13. Council should be viewed as a cost-sharing partner. If you have applied to any other organisation(s) for funding for this **project** please list the organisation(s), the amount of money you are applying for and the result of your application.

Organisation/s	Amount Requested \$	Date of funding decision	Approved / Declined or Under Consideration

14. Will you continue with the event/activity if your application for a grant is **unsuccessful**?

YES  NO

## Key Links

The Manawatu District Council has developed several plans, which aim to enhance the well-being of Manawatu District residents. Community funding is one vehicle by which the objectives of these plans may be met.

**Long Term Council Community Plan (LTCCP):** In addition to other key criteria, the community outcomes identified in the LTCCP provides guidelines for the allocation of the Representative Grant. For more detailed information regarding the identified outcomes please refer to the Long Term Council Community Plan.

Please tick which outcome relates to your application (you may tick more than one box)

- A vital community that is cohesive and is characterised by community involvement, this includes: strong leadership, caring communities, employment opportunities, youth participation
- A community that has access to effective services, this includes: long-terms planning of infrastructural services, easy access to services, ease of mobility around the district
- A self-sufficient environment that preserves, values and develops our natural resources, this includes: environmental responsibility, promoting alternative energy and energy efficiency, preserving the natural assets of the District, promotion of sustainable land-use, tourism potential
- People are able to go about their business and leisure any time of the day or evening without fear for their safety, this includes: people feel safe, increased Police presence, faster Police response times, communities free of drugs, better control of 'boy racers'

**Leisure Plan:** In addition to other key criteria, the Leisure Plan provides guidelines for the allocation of the Representative Grant.

The broad vision for leisure in the Manawatu district is to *"Promote easy leisure for healthy minds and bodies"*. To work towards this vision, five outcome areas have been identified. For more detailed information regarding the identified outcomes please refer to the Leisure Plan.

Please tick which outcome relates to your application (you may tick more than one box)

- Manawatu district has a variety of leisure venues throughout the district that are well utilised and meet residents leisure needs.
- Manawatu district residents are well informed about leisure activities and opportunities and how to access leisure information.
- Manawatu district retains a strong variety of clubs and organisations: Key Manawatu district leisure organisations perform their various roles effectively.
- More Manawatu district residents participate in a wide range of leisure activities; barriers to participation in leisure activities in the Manawatu district are reduced.
- Manawatu district clubs and organisations are well resourced and skilled



15. Please provide details regarding security, safety and other contingency plans for those involved with the running of the event and also those attending the event.

---



---



---

*(Attach additional pages if necessary)*

16. Is there anything else in support of your project that you would like to add?

---



---



---

*(Continue on back page if necessary)*

**Declaration:**

**This must be signed by the two people who are listed as contacts on the first page of this application form.**

We consent to the Manawatu District Council collecting the personal contact details provided above, retaining and using these details to assess information supplied as part of this Community funding application. We undertake that we have obtained the consent of the other contact people to provide these details. We acknowledge our rights to have access to this information. This consent is given in accordance with the Privacy Act 1993.

We hereby declare that the above information supplied on behalf of our organisation is correct.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Attach:**

- **Bank generated Deposit Slip with account number**
- **A copy of your latest audited accounts, current bank statement and balance sheet from your organisation**

Check List

- Have you answered every question?
- Please check your budget figures are totalled correctly
- Have you included written quotations where applicable?
- Have you attached a bank generated deposit slip?
- Have you attached current financial information?
- Have you notified your committee and the 2<sup>nd</sup> contact person of this application?

**Please return your application to:**

Manawatu District Council  
135 Manchester Street  
Feilding

**or post to**

Attn: Sarah Anderton  
Manawatu District Council  
Private Bag 10 001  
Feilding 4743

---

## General Information

- The Community Wellbeing Subcommittee, made up of elected Councillors, will consider your application. The Subcommittee meets on the first Tuesday of every second month. In order for applications to be considered they need to be preferably received by the Democracy Support Officer one month prior to the event.
- The Community Development Funding Policy guides decisions regarding applications to this fund.
- The fund has accountability requirements, which successful applicants will need to fulfil.
- Priority will be given to events located within the Manawatu District.
- Priority will be given to new events.
- Events that have the potential to develop into regular/ongoing events or an event of national significance may be supported.
- Grants are available for those organisations that genuinely require financial assistance. Only those applicants that genuinely require financial assistance need apply.
- In successful applications, acknowledgment of Council support is desired, where appropriate.
- Funding will be on receipt of invoices and/or receipts which will detail the good/services as agreed in the funding approval.
- Council reserves the right to exercise full discretion in assessing funding applications.
- Copies of the Community Development Funding Policy, Leisure Plan and Long Term Council Community Plan can be obtained from the Manawatu District Council or alternatively from [www.mdc.govt.nz](http://www.mdc.govt.nz)

## Eligibility

- Applicants must be Manawatu based non-profit community groups, or arrange for another group to act as funding steward. (Refer to Community Development Funding Policy for further information).
- Events are more likely to be supported where the applicant contributes to the cost. Volunteer time and effort is recognised as part of the organisations contribution to the project.
- Events must not be deemed to cause offence to any sections of the community.
- Grants are limited to events that have the potential to attract visitors to the Manawatu District, which are not entirely focussed on commercial activity. Where an event is purely commercial, funding is limited to support attraction of the event.
- No assistance will be provided to projects for direct support to an individual.
- Assistance is not provided for: fundraising, subscriptions, entry fees, insurance, reducing debt servicing, administration and or operating costs, wages and salaries, prizes and trophies, maintenance of equipment or facilities.
- Funding will not be provided retrospectively or as a 'top-up' to a Long Term Council Community Plan grant.
- Activities or projects, which the Council considers should be funded by Central Government or other agencies, may not be funded.
- Meeting the criteria stipulated does not automatically guarantee funding.

**Please spend time adequately preparing your application. If you have any further queries please feel free to contact**

**Sarah Anderton  
Democracy Support Officer,  
Manawatu District Council  
Ph 323 0000**

*[sarah.anderton@mdc.govt.nz](mailto:sarah.anderton@mdc.govt.nz)*