



# Manawatu District Council

## Partnership Fund

### Funding Application Form

**NOTE:**

- **Decisions regarding applications to this fund are guided by the Community Development Funding Policy available from the Manawatu District Council or ([www.mdc.govt.nz](http://www.mdc.govt.nz))**
- **For eligibility and general information see page 8 of the Community Development Funding Policy.**
- **Please complete another form if you are applying for more than one programme/project**
- **If you have received funding in previous years, you must have met accountability requirements before this application can be considered**

**Organisation Details**

1. Name of Organisation: \_\_\_\_\_

2. Postal Address of Organisation: \_\_\_\_\_

3. Street Address of Organisation: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_

email: \_\_\_\_\_

Phone /fax (day): \_\_\_\_\_ (night) \_\_\_\_\_

Alternative Contact Person: \_\_\_\_\_

Phone/fax day: \_\_\_\_\_ night \_\_\_\_\_

5. Is your organisation a legally incorporated society or trust?      **YES**       **NO**   
*If you have ticked NO you will need to arrange for another group to act as an umbrella agency. Please refer to Community Development Funding Policy.*

6. Are you registered for GST?      **YES**       **NO**

GST Number      ----- / ----- /-----

7. How many people does your organisation work with in a typical year?     

8. Please briefly explain the objectives of your organisation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(continue on separate sheet if necessary)*

**Programme/Project Details**

9. Please give a description *of the programme/project* for which you are seeking assistance:

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*(continue on separate sheet if necessary)*

10. Please specify those people in the community that would benefit from your programme/project. E.g. Low Income, Women, Children, Maori, Ethnic Groups. \_\_\_\_\_

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11. Briefly describe any voluntary effort or donated materials provided for the programme/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 programme/project for which you are seeking assistance:

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

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

Expenditure (for programme/project only)	\$
Total Cost of the programme/project is <b>(A)</b>	

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

To find out how much money you require for your programme/project to go ahead

**Subtract (B)** your contribution from **(A)** the total cost of the programme/project.

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

Are you applying for a grant  or a loan



### 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



14. Is there any other evidence you can provide to demonstrate that a community need for your programme/project exists? E.g. through requests for services, a needs assessment or relevant statistics.

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*(Attach additional pages if necessary)*

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

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*(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

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## 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.
- Council may negotiate a contract specifying the services Council is purchasing.
- Funding will be on receipt of invoices and/or receipts which will detail the good/services as agreed in the funding approval.
- In successful applications, acknowledgment of Council support is desired, where appropriate.
- Council reserves the right to exercise full discretion in assessing funding applications.
- Grants are available for those organisations that genuinely require financial assistance. Only those applicants that genuinely require financial assistance need apply.
- Copies of the Community Development Funding Policy, Long Term Council Community Plan and Leisure 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.
- Programmes/projects 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 programme.
- No assistance will be provided to programmes/projects for direct support to an individual.
- Funding will not be provided retrospectively or as a 'top-up' to a Long Term Council Community Plan grant.
- Activities or programmes, 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)*