



Regional Event Funding Application Form

Purpose

The Community Development Fund supports events that are organised by the community for the community. The Regional Event Fund is intended to support events that have a district wide and regional focus and generate an economic development benefit to the region. These events are to be undertaken in a manner that is most cost effective to households and businesses of the Manawatu District.

1. Applicant Details

Full name of organisation	
Contact person	
Daytime phone number	

2. Postal Details

Street/PO Box			
Town		Postcode	
Email			

3. Regional Event Information (please attach additional sheets if required)

What is the Regional Event you are seeking funding for? Please give a brief description

Will your event take place within the Manawatu Region?

Yes

No

If the answer is no your event is likely to be ineligible.

How will your event be promoted to allow for the opportunity for Manawatu District residents to attend or participate?

How will your event be of economic benefit to the Manawatu District?

Demonstrate how your event supports Council's vision and outcomes in the following ways:

- Activities that support sport and recreation.
- Activities that will attract and retain residents.
- Activities that will improve the natural environment.
- Activities that will contribute to a vibrant, thriving Manawatu.



Tell us about the key people and/or community involved

Estimated number of active participants	
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4. 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 attach a detailed budget for the regional event including both income and expenditure.

What level of funding is your organisation requesting from Council?	\$
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Tell us about any other funding you have applied for or received for this event.

Date applied	Source of funding	Type of funding e.g. grant	Date of result	Amount Applied or Received
				\$
				\$
				\$

5. 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.

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 about the programme, event or project 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	

6. Conditions of Funding

- Receiving funding in any year does not guarantee ongoing funding.
- The organisation needs to be able to demonstrate sound financial and accounting practice through the organisation's most recent annual accounts.
- Funding received from Council must be acknowledged as a separate entry within the organisation's accounts or in a note in the organisation's annual report.



- Funding will be made upon receipt of invoices and/or receipts which detail the agreed service(s) specified by the Community Funding Subcommittee's funding approval.

7. Final Check

Make sure you have

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

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

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Private Bag 10-001
Feilding 4743
Telephone 06 323 0000
Email: janine.hawthorn@mdc.govt.nz