

Wellington City Council Grants October 2009

Wellington City Council, 101 Wakefield Street, PO Box 2199, Wellington

Phone 499-4444, www.Wellington.govt.nz

Organisation Name: _____ No. _____

Our Goals: Wellington City Council grants aim to help non-profit groups with local initiatives that contribute to the social, cultural, environmental and economic well-being of Wellington and its people.

Generic Grants Criteria:

No.	Criteria	Tick if met
1.	Project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Council's current Annual Plan.	<input type="checkbox"/>
2.	Project is Wellington-based and primarily benefits the people of Wellington (exceptions may be made for projects based elsewhere in the region but which significantly benefit residents of Wellington City).	<input type="checkbox"/>
3.	Applicant is a legally constituted community group or organisation, not an individual or individuals. (Note: groups may apply under an appropriate umbrella organisation.)	<input type="checkbox"/>
4.	Applicant group provides evidence of (or, if a new group, systems for): sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, demonstrated ability to report back on past funding as appropriate.	<input type="checkbox"/>
5.	Projects will not be funded for the same purpose more than once in any financial year. (Note: different aspects of the same project may be eligible for more or different grants).	<input type="checkbox"/>
6.	Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.	<input type="checkbox"/>
7.	Project is physically and financially accessible either by a wide range of persons or by the intended users.	<input type="checkbox"/>
8.	Project shows evidence of community support, collaboration and building partnerships with other organisations (e.g. letters of support from other organisations/leaders).	<input type="checkbox"/>
9.	Applicant must demonstrate user input into identifying the need for the project and that the project expands the capacity, range or level of similar types of services in the community.	<input type="checkbox"/>
10.	The principal intent of the project is not for private or commercial pecuniary gain, though such gains may occur as a side effect of the project.	<input type="checkbox"/>
11.	Application demonstrates an awareness of the Treaty of Waitangi, in particular when involving Mana whenua and Taura Here.	<input type="checkbox"/>

For advice regarding eligibility and criteria please contact the grants Advisor on 803 8562.

Your project will be deemed ineligible for consideration if it commences before **14 December 2009**. It is essential that you have accounted for any previous grants from Wellington City Council.

Completed applications must be **received** by the Wellington City Council Grants Co-ordinator **no later than 5pm, Friday 30 October 2009**.

Please note that faxed, emailed or late applications are not accepted.

PLEASE ENSURE THAT THIS FORM IS COMPLETED IN FULL. All applications will be acknowledged and applicants notified of outcomes. All decisions made by the grants sub-committee are final.

How did you learn about Wellington City Council's grant round?

- Word of mouth
 Media (please specify) _____
 WCC website
 Other (please specify) _____
 Contact with WCC Grants Team

Organisation Details: All details on this form must be completed or your application cannot be processed.

Organisation Name: _____

Postal Address: _____

Street Address (if different from above): _____

Contact Person's Name: _____ Contact Person's Role: _____

Telephone No/s: _____ Email: _____

Alternative Contact Person: _____ Role: _____

Telephone No/s: _____ Email: _____

Are you registered for GST? Yes No GST number if registered: _____ / _____ / _____

Bank Account No: _____

Legal Status: Trust Inc. Society Ltd * Other _____

* If "Other", nominate an umbrella organisation and include their letter of confirmation.

How long has your organisation been operating? < 1 year 1 – 5 years > 5 years

Project Details: Give a brief description of your project – to be explained more fully in your application:

Start Date: ____ / ____ / ____

Finish Date: ____ / ____ / ____

Where will your project take place? (venue / suburb): _____

Is the project aiming to involve a particular cultural or ethnic group or reach a particular audience? If so, is it:

General Community Maori Pacific Island Other Specific Group: _____

Does your project target a particular age group? Under 25 Over 60 General

Please select which grant pool you are applying to (tick one):

Social Economic Cultural Environmental

Total Project Cost: \$ _____ **Other Income / Your Contribution:** \$ _____

Grant Amount Requested: \$ _____ (This should relate to the budget attached.)

Checklist – attachments required (see application guide for more details of what is required):

- Project description (use template provided)
- Project budget – include written quotes for budgeted costs where possible
- A copy of your most recent audited accounts *or* other evidence of your organisation's financial situation. (See guide.)
- A printed (encoded) bank deposit slip for us to use if your application is successful. (Hand written forms are not acceptable.)
- Letter/s of support from a reputable, established group associated with your project. (Compulsory if you have not been funded by WCC in the last three years.)

Declaration: I declare that in making this application I am authorised to act on behalf of the organisation named above. I declare that the information supplied here and in the attached application is correct, and consent to the information contained in our application being made available to the public. This consent is given in accordance with the Privacy Act 1993.

Name: _____

Signed: _____ Dated: _____