

Safe and Sustainable Transport Community programme – May 2012

Wellington City Council, 101 Wakefield Street, PO Box 2199, Wellington
Phone 499 4444, Wellington.govt.nz

Organisation name _____

Our goals: This grant is a partnership between Wellington City Council and the New Zealand Transport Agency. Every year NZTA provides money to the Council to support local transport programmes. Any individual, group or organisation can apply.

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 City.	<input type="checkbox"/>
3.	Applicant 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"/>
4.	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"/>
5.	Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.	<input type="checkbox"/>
6.	Project is physically and financially accessible either by a wide range of persons or by the intended users.	<input type="checkbox"/>
7.	Project shows evidence of community support, collaboration and building partnerships with other organisations (eg letters of support from other organisations/leaders).	<input type="checkbox"/>
8.	Applicant must demonstrate that the project expands the capacity, range or level of similar types of services in the community, and that there was user input into identifying the need for the project.	<input type="checkbox"/>
9.	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"/>
10.	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. For more detailed advice on criteria and specific projects contact the sustainable transport coordinator on 803 8632.

Your project will not be eligible for consideration if it starts before **1 July 2012**. 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 advisor **no later than 5pm, 31 May 2012**.

You can email signed and scanned email applications to grants@wcc.govt.nz

Please note that late applications are not accepted.

PLEASE ENSURE THAT THIS FORM IS COMPLETED IN FULL. All applications will be acknowledged and applicants notified of the results. All decisions are final.

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) _____ Post code _____

Contact person's name _____ Contact person's role _____

Telephone numbers _____ Email _____

Alternative contact person _____ Role _____

Telephone numbers _____ Email _____

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

Bank account number _____

Legal status Trust Incorporated society Limited company Individual * Other

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:

Wider community Maori Pacific Island Other Specific group _____

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

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 (handwritten 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 the Council in the past 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 _____