



BULLER
DISTRICT COUNCIL



Community Grants Fund Application Form

The Buller District Council Community Grants Fund is for community groups/organisations that are carrying out projects that align with Council's Community Outcomes of well-being, learning, who we are, sustainable environment and prosperity.

For photocopying purposes, please use a black ballpoint pen to complete this form.

Closing date for submitting applications in 2017:

- 4.30pm Friday 3 March 2017
- 4.30pm Monday 4 September 2017

About your organisation:

Name of your organisation: _____

Legal status of organisation: _____

Postal address: _____

Postcode: _____

Email: _____ Bank account #: ____ - ____ - ____ - ____

Contact people:

Name	Position in organisation	Daytime phone number
<i>Main contact:</i>		
<i>Secondary contact:</i>		

Why was your organisation set up (what are your organisations main objectives?)

About your project:

What do you want to do? Please summarise your project (please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summarise your project here):

How long will your project/service run? Starts: / / Finishes: / /

How will your project benefit the community?

About the funds you are applying for:

Please identify all the costs of your project and include the details:

Item/Activity	Detail	Cost (\$)
Total Cost:		\$

How much are you requesting from the grants fund?

Have you spent any money to date on this project, and if so how much? _____

Tell us about your other sources of funding for this project:

From	Applied/Received	Amount (\$)

Have you received funding from Buller District Council Community Grants in the past? Yes / No

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received:

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?

All accountability statements for previous funding must be submitted before any new applications are considered. If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.

Which of the Buller district Community Outcomes will your project contribute towards?

(Tick all those that apply) Copies of the Buller district Community Outcomes can be downloaded from the Long Term Plan page of the Council website www.bullerdc.govt.nz or contact Community Services staff for more information.

	Well-being – A vibrant, healthy and safe community with access to quality facilities and services.
	Learning – A district that values and supports learning with accessible relevant education and training opportunities.
	Who we are – A ‘happening’ region with a strong community spirit and distinctive lifestyle.
	Sustainable Environment – The distinctive character of the environment appreciated and retained.
	Prosperity – A thriving, resilient and innovative economy creating opportunities for growth and employment.

Your declaration:

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

Name	Signature
Main contact:	
Secondary contact:	

PLEASE NOTE: Complete one application form per project. Applications are copied to the Community Grants Committee, please use black pen to complete your details. Council's Community Services Officer is available if you require assistance, phone (03) 788 9683. Please ensure you attach all the required supporting information. Failure to include all relevant information may delay the processing of your application. If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.

Checklist for supporting information, the following information is required in support of your application:

Please ensure that you have completed **ALL** sections of the application. If information is not provided, it may delay your application.

- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Send your completed application to:
Buller District Council, PO Box 21, Westport 7866**