



DANNEVIRKE COMMUNITY BOARD

General Assistance Grants Scheme

Application Form

Send Your Application to:

The Manager – Democracy Services, Tararua District Council

Post: P O Box 115, Dannevirke 4942

Deliver: 26 Gordon Street, Dannevirke

Or scan and email to: governance@tararua.govt.nz

Applications Close: 25 March 2024 at 5.00pm



DANNEVIRKE COMMUNITY BOARD
General Assistance Grants Scheme
Application Form

1. Name of organisation:

2. Contact Person:

_____ Phone No. _____

3. Postal and Email Address

4. Number of members in your organisation: _____

5. Objectives of your organisation:

6. Is your organisation a legally constituted society or trust? Yes / No

7. If your club/organisation is registered for GST, please supply your GST number:

8. Describe the project for which you are seeking financial assistance:

9. Please detail complete cost of the project and attach written quotes where the project involves either labour and/or material costs.

	\$
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<hr/>	<hr/>
<hr/>	<hr/>

Total Cost: \$

10. How much are you applying to this fund for? \$

11. Please show where the remainder will come from: \$

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<hr/>	<hr/>
<hr/>	<hr/>

12. Have you received any funding from the Creative Communities Scheme or other Government Agency in the past three years? Yes / No

Please give details: \$

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13. Outline how your project will benefit the community:

14. Please add any further information you consider may assist your application:

15. Please enclose your latest Balance Sheet or Statement of Income and Expenditure that has been reviewed independently, and attach a **deposit slip or verification** from your bank regarding the details of your account for payment of any funding that may be granted:

16. I hereby declare the above information is correct and if our application is successful, agree to complete a certificate stating how the money has been spent:

Signed: _____

Date: _____

Designation: _____

Check List (To Be Completed By The Applicant)

To ensure that this application is eligible for consideration the following must be provided:

- 1) All questions have been answered
- 2) Requests for funding do not exceed half of the project's total cost
- 3) Written quotes for labour and/or material costs are attached
- 4) Latest Balance Sheet or Statement of Income and Expenditure is enclosed that has been reviewed independently
- 5) Bank deposit slip or verification from your bank of account details for payment of any funding granted

(tick)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



DANNEVIRKE COMMUNITY BOARD
GENERAL ASSISTANCE GRANTS SCHEME

GUIDELINES FOR APPLICANTS

1. Assistance will only be available for locally recognised organisations whose principal functions and/or activities are of a community or charitable nature.
2. Financial assistance will only be available for a specific project or projects, or for the maintenance of a facility.
3. Only one grant per organisation will be available in any financial year.
4. Funding will **not** be available for the following:
 - * subsidise subscriptions or rents
 - * wages and salaries
 - * reduce debt load i.e. debts already incurred
 - * schools and early childhood educational facilities
5. No assistance is to exceed half of project or maintenance costs.
6. Applications will not be considered unless accompanied by a balance sheet or statement of income and expenditure for the current financial year that has been reviewed independently.
7. Applications must be made on the form available.
8. Applications will be considered on merit.
9. The Community Board reserves the right to adjust the guidelines for any specific application.
10. Late applications will not be considered or carried forward.
11. Written quotes **must** be provided from suppliers to support any application seeking financial assistance for a project that involves either labour and/or material costs.
12. All funds granted from this Scheme must be uplifted within twelve months of the date of the approval being advised. After this time the offer of funding shall lapse unless the Board gives its consent to a request from the applicant to carry forward for a specified period the amount allocated.

13. In the event a grant recipient is unable to use the funds for the purpose agreed, the grant recipient is to advise in writing of the reason for not being able to utilise the funds for the purpose granted and return the funds to the Council for crediting to the Community Board's grants fund. The recipient could then apply for funding from the Board for a different purpose.



CERTIFICATE

Please complete and return to:

The Manager – Democracy Services
Tararua District Council

Post: P O Box 115, Dannevirke 4942
Deliver: 26 Gordon Street, Dannevirke
Email: governance@tararuadc.govt.nz

I hereby certify that the amount of \$_____ received under the Dannevirke Community Board's General Assistance Grants Scheme for the 2022-2023 financial year.

Has been expended - Receipt(s) of payment or an invoice detailing the items purchased must be attached

(state project)

NAME OF ORGANISATION; _____

SIGNATORIES;

(Chairperson)

(Secretary)

DATE
