



**6. Financial Details of Project**

If you are registered for GST do not include GST in these costs. Please indicate ALL income sources INCLUDING those not yet confirmed and list all Applications to other Organisations for this project. Provide a Project Budget on a separate page if necessary.

<b>Expenditure</b> (costs of the project)	<b>Total Expected Expenditure</b>	<b>Income</b> (how you plan to fund the project)	<b>Confirmed</b> (Yes / No)	<b>Total Expected Income</b>
<b>Total cost of project</b>	<b>\$</b>	<b>Total Income</b>		<b>\$</b>
			<b>Surplus / (Deficit)</b>	<b>\$</b>

7. Amount you are applying to Council for

8. Please give a summary of your fund-raising efforts for this Project.

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9. How will future funding be obtained?

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10. State the need for and the benefits of the Project and indicate the level of community support it receives. How will this Project benefit your community?

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11. Number to Benefit?

12. Please add anything else you wish to that may aid your case for financial assistance for this Project.

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13. The Council requires public acknowledgement of any funding assistance it gives. Please indicate how this will be achieved if your application is successful?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Newsletter    | <input type="checkbox"/> Website                     | <input type="checkbox"/> Use of TDC Logo               |
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Media Advertising           | <input type="checkbox"/> Use of TDC Promotional Banner |
| <input type="checkbox"/> Signage       | <input type="checkbox"/> In a Public Address/Opening | <input type="checkbox"/> Publications                  |

Other \_\_\_\_\_

14. Name cheque to be made out to \_\_\_\_\_  
 15. Address of Organisation \_\_\_\_\_  
 16. Postal address of Organisation \_\_\_\_\_

17. Please give the name and telephone contacts for one person in your Organisation who can help us if the Committee requires more information.  
 Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone Day \_\_\_\_\_ Phone Night \_\_\_\_\_

18. How many members does your Organisation have? \_\_\_\_\_

19. Is your Organisation a Legally Constituted Society or Trust? (Please Tick)  
 Yes  No   
 20. Is your Organisation registered for GST? Yes  No   
 If "YES" please write your GST number here

21. Is your Organisation registered with the Charities Commission? (Please Tick)  
 Yes  No   
 If "YES" what is your Charities Commission registration number? \_\_\_\_\_

**Public Information**

Please note that this application will be available for public viewing. If there is any information you wish to keep confidential please contact Colleen Te Au.  
 We also share information with the South Canterbury Community Trust, A D Hally Trust and Central South Island Tourism.

**Checklist**

- ❖ Have you attached your **Latest Audited Accounts?**  
(See attached Grants & Loans Policies – Clause 2. 5).
- ❖ Have you supplied a **Full Budget and Quotes?**
- ❖ If you are applying for \$2,000 or more, have you supplied a Committee Resolution?  
(See attached Grants & Loans Policies – Clause 2. 11).
- ❖ Have you answered **All the Questions?**
- ❖ Can your **Contact People** be easily reached?

**Declaration:**

I consent to the Timaru District Council collecting the personal contact details provided in this application form, retaining and using these details. I undertake that I have obtained the consent of the contact person to provide these details. I acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Closing Dates for 2012:**

**Applications Close:**  
 Thursday 16 February 2012  
 Thursday 24 May 2012  
 Thursday 16 August 2012  
 Thursday 8 November 2012

**Applications Considered:**  
 Tuesday 6 March 2012  
 Tuesday 12 June 2012  
 Tuesday 4 September 2012  
 Tuesday 27 November 2012

The Council cannot meet all the needs of all the voluntary clubs and organisations in the district and has therefore concentrated its grants on projects that contribute to the following strategic outcomes in the Long Term Council Community Plan:

- An attractive and desirable district - for tourists, visitors and residents alike
- Vibrant, safe and caring community - through strong community agencies, diverse events and attractive facilities

With that in mind the Council has decided to concentrate its general grants funding on increased participation in local events with substantial grants or loans for improved or new facilities. Annual grants are focused on organisations providing ongoing free community service, established events and museums.

### 1 Categories

Applications in the following categories are eligible for consideration

- a) NZ Representative
- b) Minimal Grants
- c) General Grants
- d) Substantial Grants
- e) Annual Grants
- f) Community Development Loans
- g) Council Sport and Recreation Loans
- h) Youth Entertainment Funding

**a) NZ Representative** (“one off” grant of \$250)

- 1 Residents from the District.
- 2 Nationally selected to represent New Zealand at international level.
- 3 Approved jointly by the Chairman and the appropriate officer under delegated authority.
- 4 All decisions to be reported to the Community Development Committee.

**b) Minimal Grants** (Grants of up to \$200)

- 1 Projects must have a benefit to the general community
- 2 Considered and decided jointly by the Chairman and the appropriate officer under delegated authority.
- 3 All decisions to be reported to the Community Development Committee

**c) General Grants** (Grants of less than \$10,000)

1 Events –

This funding is for the establishment of events which the public at large can attend, and are listed on the CSIT Events Calendar. Applicants are to be community based organisations / clubs and the events can be “one off”, new or ongoing. Events requiring “seeding” money have a higher priority and it would be expected that after three consecutive events they would become self funding. If an event has been funded three times in succession, the Community Development Committee may recommend to the budget process that it be treated as an annual grant.

2 Community Facilities –

This funding is for maintenance / improvements to the District’s rural community halls which are available for public use. Applications are restricted to hall committees / societies and they need to demonstrate that the level of hall and community use warrants the expenditure.

- 3 Salaries and wages will not be funded unless there are exceptional circumstances.

**d) Substantial Grants** (Grants of \$10,000 or more)

- 1 Applicants must be non-profit community-based organisations or clubs
- 2 Eligible projects must improve or develop new or existing facilities
- 3 Eligible projects must reflect credit to or significantly benefit Timaru District residents
- 4 There must be strong financial support from the community
- 5 A client agreement of grant terms and conditions must be completed by successful applicants prior to funds being advanced.

**e) Annual Grants**

New applications will only be considered from community-based, non- profit organisations or clubs which provide an ongoing, free community service or an established event previously funded by general grants or a public museum.

The Community Development Committee has identified the following organisations for annual grants:

Alpine Energy Timaru Brass Band, Caroline Bay Association, Central South Island Tourism (Christmas Parade), Citizens Advice Bureau South Canterbury Inc, Community Arts Councils (Geraldine, Temuka and Timaru), Community House, Fraser Park Trust, Geraldine Historical Society, Geraldine Vintage Car and Machinery Museum, Go Geraldine (Christmas Parade), Pleasant Point Procession Committee (Christmas Parade), Pleasant Point Railway and Historical Museum, South Canterbury Aviation Heritage Trust Inc, South Canterbury Children's Day Committee, South Canterbury Traction Engine and Vintage Steam Club Inc, Temuka and Districts Historical Society, South Island Masters Games (biennially), Temuka Promotion Association (Christmas Parade), Timaru Budget Advisory Trust, Timaru Senior Citizens Association, and the Timaru Yacht and Power Boat Club Inc.

- 1 Applications are requested annually (usually November) from the above organisations in time for recommendations to be included in Council's budget process.
- 2 Annual Grants are contestable and applicants must demonstrate the need for a grant and for the amount requested.
- 3 Grants are not made to organisations with large amounts of uncommitted funds available.
- 4 An Annual Report is required to show the level of activity of the organisation and the number of people who benefited from or attended the activity.

**f) Community Development Loans**

The purpose of the Community Development Loans Fund is to make major loans to non-profit community based organisations and clubs for improving or developing, new or existing facilities which reflect credit or provide benefit to Timaru District residents. The Annual Interest Rate is to be set at half of the 90 day bank bill bid rate, at the time of offering the loan.

Note: For Loan Conditions see Clause 3

**g) Sport and Recreation Loans**

The Sport and Recreation Loan Scheme funds facilities and/or major plant items. The Annual Interest Rate for five year loans is 3.54% and for ten year loans is 3.61%.

Note: For Loan Conditions see Clause 3

**h) Youth Entertainment Funding**

Projects should be activity based, public and benefit a group of youth aged 12 to 25 years rather than an individual and have an emphasis on entertainment. Applications are considered by a subcommittee of the Community Development Committee two or three times a year. Unspent funds are not carried forward at the end of the year.

## **2 Application Requirements**

- 1 All Grant and Loan applications (except Youth Initiative Fund and Creative New Zealand applications) are to be considered by the Community Development Committee. Applications which exceed the Committee's funding, will be forwarded with recommendations, to the Policy and Development Committee which will then coordinate a recommendation to Council.
- 2 Application Forms: All applications must be made using the appropriate application form.
- 3 Retrospective Applications: For an application to be eligible for consideration it must be lodged prior to the project/event.
- 4 Publicity: Public acknowledgement is required for all Council Grants and Loans.
- 5 Annual audited accounts and/or budget for the most recent financial year is to be supplied with all applications, where appropriate.
- 6 Dates: There will be four funding rounds per annum and closing dates for applications, and the meetings to consider them, will be advertised.
- 7 Interviews: The Chairman of the Community Development Committee and the appropriate officer will determine which applicants are to be interviewed in support of applications.
- 8 Resource and Building Consents: Approval of funding does not constitute approval for building work and is conditional on the applicant obtaining all necessary Resource and Building Consents.
- 9 No funds will be advanced until any Council lease/consent (if applicable) associated with the project has been signed / granted.
- 10 Accountability: Accountability reports are required following the completion of a funded project, and a further application will not be considered if there are outstanding issues. Not normally required for minimal or NZ representative grants.
- 11 When applying for \$2,000 or more, a verified copy of the resolution to apply to the Timaru District Council for funding is required.
- 12 All grants and loans are exclusive of GST.

## **3 Loan Conditions**

- 1 Repayments are to be calculated on a table mortgage basis, with six monthly fixed payments and the interest calculated on the reducing balance.
- 2 All loans require security in the form of a mortgage on the property, a security interest, registered with the Personal Properties Security Register or several personal guarantees where appropriate.
- 3 Loans must be repaid within 5 years unless the Committee resolves to make a specific exception.
- 4 A term loan agreement is required for all loans.
- 5 Organisations with a current loan from the Timaru District Council, shall not be eligible for any further loans or guarantees whilst the existing loan or guarantee is in existence.
- 6 All applications for loan funds will be considered on the ability of the organisation to complete the project, and repay the loan.
- 7 Loans must be uplifted within twelve months of the date of the decision to offer the loan.

## **4 Underwriting Activities (Guarantee against loss)**

The Community Development Committee may underwrite an event, i.e., approve a Guarantee Against Loss which must be uplifted within three months of the conclusion of the event.

## **5 Carried Forward Balances**

Credit balances in the Grants Fund at the end of the financial year are carried forward and added to the following year's allocation.

## **6 Review Of Policies**

The Grants and Loans Policies may be reviewed at any Community Development Committee meeting.

### **All Enquiries To:**

**Colleen Te Au, Timaru District Council, PO Box 522, Timaru 7940  
Telephone (03) 687 7200, Free Phone Geraldine Area 0800 484 632**