



## Council Funding Application

Applications close **Friday 8 March 2024** for Decision on Tuesday 16 April 2024  
 Applications close **Friday 13 September 2023** for Decision on Tuesday 19 November 2024

<b>1 Name of Applicant Organisation</b>	
---	--

<b>2 What are you applying for?</b> <i>(Refer to the attached Donations and Loans Policy for Categories and mark one of the following categories clearly:</i>	
--	--

	Yes / No
<b>• General Donation</b>	
1 Events	
a Is the event open to the public at large?	
b Is the event "Smokefree"?	
c Is the event listed on the free community events calendar? <a href="http://www.aorakitourism.co.nz/events">www.aorakitourism.co.nz/events</a>	
d How many times have you received funding from the Council for a similar event in the past, ie 1, 2 or 3+?	
2 Rural Community Halls	
a Is the facility available for public use?	
b How often is the facility used each year	
3 Community Services	
a Do you provide a free ongoing service?	
b Have you attached the latest annual report showing activity level and benefits to the community?	
4 Heritage / Historic	
a Are you a not for profit community based organisation with a focus on preserving history and making it publicly available at little or no charge?	
<b>• Substantial Donation - \$10,000 or more for new or existing facilities development</b>	
<b>• Loan</b>	

<b>3 Describe your project here (only attach a separate sheet if there is insufficient room here)</b>	

4 Date of Project?

**5 Budget**

- If you are registered for GST do not include GST in these costs.
- Show all income sources including those not yet confirmed.
- List the full income and expenses of your project. Provide a complete project budget on a separate page if necessary.

Expenditure (Project Costs)	\$	Confirmed Income / Other Grants (How you plan to fund the project)	\$
		Unconfirmed Income / Other Grants applied for:	
		Plus contribution from own funds:	
Total cost of project is:		Total income of project is:	
Surplus / Deficit			\$

<b>6 Amount you are applying to council for?</b>	\$
--	----

<b>7 Have you supplied quotes for all costs?</b>	<b>Yes</b>	<b>No</b>
(Please note if an item is \$10,000 or more then TWO quotes are required for that item)		

<b>8 If there is any income (profit) raised through the project what will it be used for?</b>

<b>9 Committed Funds</b>
If your latest financial accounts show substantial funds are on hand or invested, you must provide detail as to what the purpose of the held funds is:

<b>10 Summarise your fundraising efforts for this project:</b>

<b>11 How will future funding be obtained?</b>

<b>12 How will the project benefit our community?</b>

<b>13 How many will benefit?</b>	
----------------------------------	--

<b>14 How many active participants are there? (if applicable)</b>	
---	--

<b>15 Estimate the number of volunteer hours involved in this project:</b>	
--	--

<b>16 How many people belong to the organisation applying?</b>	
--	--

<b>17 Promotion</b> How will the event / service / facility be marketed / advertised? Attach a Marketing Plan for Events.

<b>18 Please add anything else you wish to that may aid your case for financial assistance for this project.</b>

<b>19 How long has your organisation been operating?</b>	
--	--

<b>20 What is the legal status and purpose of your organisation?</b>	
--	--

<b>21 Outline some of your organisation's achievements during the last 12 months?</b>

<b>22 Is your organisation registered with the Charities Commission?</b>																			
If yes, please enter your registration number										C	C								
<b>23 The Council requires public acknowledgement of any funding assistance it gives. Please indicate how this will be achieved if your application is successful? Circle as many as applicable</b>																			
Newsletter	Website	Use TDC logo	Public Address/Opening							Media Advertising									
Signage	Publications	Annual Report	Use TDC Promotional banner																
Other?																			
<b>24 Is your organisation registered for GST?</b>																			
If yes, please write your GST number here												---					---		
A Council grant is classed as a donation and has no GST included in it.																			
<b>25 Bank Account Details</b>																			
<ul style="list-style-type: none"> <li>Record the bank account details to which payment for successful applications will be direct credited.</li> <li>Verification must be attached, eg bank deposit slip.</li> </ul>																			
Account name:																			
Account Number				--				--									--		
<b>26 Address of Organisation</b>																			
Postal Address:																			
<b>27 Contact details of 1 person from the organisation who can provide more information if required?</b>																			
Name:																			
Email:																			
Phone Numbers:		<u>Day</u>								<u>Night</u>									
<b>28 Public Information. Please note that the decision on this application will be made public.</b>																			
<b>29 Checklist - Please Complete</b>																			
I have:																		<b>Yes / No</b>	
Read and understand the attached Donations and Loans Policy																			
Attached Annual Accounts / Bank Statement for the most recent financial year																			
Included a full budget																			
Attached quotes for all costs. (Note: if an item is \$10,000 or more then TWO quotes are required that item)																			
Attached verification of the bank account																			
Attached a copy of the resolution to apply to the Timaru District Council for funding? (if you are applying for \$2,000 or more)																			
Attached a marketing plan for an event																			
I have answered all the questions																			
The contact person I have named is easily contacted																			
I have attached an Annual Report demonstrating the level of activity of the organisation and the number of people to benefit which is a requirement when applying for a community services donation																			

## 29 Declaration

I declare that the information provided in this application is true and correct, to the best of my knowledge, and that I have the authority to make the application on behalf of the applicant.

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:	

Please make a complete copy of your entire application for your information, then send this completed form and all attachments to:

Timaru District Council, PO Box 522, Timaru 7940

Or you may wish to Hand Deliver or Courier to:

Timaru District Council Office 2 King George Place Timaru 7910	Geraldine Library and Service Centre 78 Talbot Street Geraldine 7930	Temuka Library, Service and Information Centre 72 King Street Temuka 7920
--	--	---

For help with this form or for more information, please contact:

The Funding Team, telephone 03 687 7200, freephone Geraldine Area 0800 484 632,  
email [fundingenquiries@timdc.govt.nz](mailto:fundingenquiries@timdc.govt.nz)

## Donations and Loans Policy

The Timaru District community supports expenditure on donations / events remaining within current budgeted levels. Those levels are unable to meet all the needs of all the voluntary clubs and organisations in the District. The Council will focus available funding on projects that contribute to the following community outcomes in the Long Term Plan:

- Smart diversified economic success supported and enabled
- Communities that are safe, vibrant and growing
- People enjoying a high quality of life
- A strong identity forged and promoted
- A valued, healthy and accessible environment

With that in mind the Council will concentrate its general donations funding on local events, rural community halls, museums and community services and on substantial donations or loans for improved or new facilities.

### 1 Categories

Applications in the following categories are eligible for consideration:

- a) New Zealand Representative
- b) Minimal Donations
- c) General Donations
- d) Substantial Donations
- e) Community Development Loans
- f) Sport and Recreation Loans
- g) Youth Entertainment Funding

#### a) New Zealand Representative (“one-off” donations of \$250)

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

#### b) Minimal Donations (donations of up to \$500)

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

#### c) General Donations

##### 1 Events -

This funding is to support events which the public at large can attend, and are listed on the community calendar. Applicants are to be community-based organisations or individuals and the events can be “one-off”, new or ongoing. All Council run, funded or supported events are required to be “Smokefree”.

Donations for events may be approved for a maximum of 3 times in succession, after which a 1 year stand down will apply before the applicant may apply again. Any subsequent application must include details of improvements to the event which may require short term funding before becoming self sustaining.

This paragraph does not apply to Christmas Parades and ANZAC Day Services.

- 2 Rural Community Halls -  
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 Community Services -  
This funding is for not-for-profit community-based organisations which provide an ongoing, free community service. The latest Annual Report must accompany an application to show the level of activity of the organisation and the number of people to benefit.
  - 4 Heritage/Historic -  
Administration costs for not-for-profit community-based organisations which have a focus on preserving the history of South Canterbury and making it available to the public at little or no charge.
  - 5 Salaries and wages will not be funded unless there are exceptional circumstances.
- d) Substantial Donations (donations of \$10,000 or more from the Community Development Interest Fund)**
- 1 Applicants must be not for profit community-based organisations
  - 2 Eligible projects must develop new or improve existing facilities
  - 3 Eligible projects must significantly benefit Timaru District residents
  - 4 There must be strong financial support from the community
- e) Community Development Loans**  
The purpose of the Community Development Loans Fund is to make major loans to not for profit community based organisations to develop new or improve 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 rate, at the time of offering the loan.  
Note: For Loan Conditions see Clause 3.
- f) 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.
- g) 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 Donation and Loan applications (except Youth Entertainment Fund and Creative New Zealand applications) are to be considered by the Donations and Loans Subcommittee with recommendations being made to 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: Applications will not be considered for expenditure incurred prior to the decision date.
- 4 Publicity: Public acknowledgement is required for all Council Donations and Loans.
- 5 Annual accounts / bank statement and/or budget for the most recent financial year are to be supplied with applications.
- 6 Dates: There will be two funding rounds per annum with applications closing each year in March and September. The closing dates and meeting dates will be advertised.
- 7 Interviews: Applicants for a donation of \$8,000 or more are strongly advised to attend an interview.
- 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 Accountability: Accountability reports are required within two months of the completion of the funded project, and a further application will not be considered if there are outstanding issues. Accountability forms are not required for Minimal or New Zealand Representative donations.
- 10 When applying for \$2,000 or more, a copy of the resolution to apply to the Timaru District Council for funding is required.
- 11 Donations are rarely made to organisations with large amounts of available funds. Applicants are expected to put their own uncommitted funds towards a project and where an applicant has substantial funds on hand or invested, must provide detail as to what the purpose of the held funds are.
- 12 All donations and loans are exclusive of GST.
- 13 Late applications will not be accepted.
- 14 A client agreement of donation terms and conditions must be completed by successful applicants prior to funds being advanced for a donation of \$10,000 or more.

## **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 Donations and Loans subcommittee may recommend that an event be underwritten, ie a Guarantee Against Loss which must be uplifted within two 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 Policy**

The Donations and Loans Policy may be reviewed at any Community Development Committee meeting.