

Massey Matters Community Projects Fund Application for Project Funding 2010



Send to: Council Grants Officer
Waitakere City Council
Private Bay 93109
Henderson
WAITAKERE 0650

Deliver to: Waitakere Central
6 Henderson Valley Road
Henderson
Telephone (09) 839 0400



Email to: kim.hammond@waitakere.govt.nz

**Application close 5 pm Friday 30th October 2009.
Late or faxed applications will not be considered.**

Please complete one application form per project. If you need help with your application please phone Linda Shaw on 832 0431 or Jenny Tanner on 839-0400.

Check your eligibility

Eligibility criteria and priorities for Massey Matters community projects funding in 2010 are set out in the Massey Matters Community Projects Fund Guidelines. Please read them carefully before filling out this form.

Is your organisation / group of a non-profit making nature? Yes No

Will your project benefit Massey residents? (See Map) Yes No

If you have answered yes to the above questions you are eligible to apply.

Checklist

Please note if you do not provide the following information your application may be considered ineligible.

- Have you answered every question?
- Have you included a detailed budget?
- Do your figures add up?
- Have you included suppliers' quotes for any purchases over \$1000?

1 Tell us about yourself

1.1 Full name of Group/Organisation/Project Team: _____

1.2 Street address/Postal Address: _____

1.3 Telephone number: _____ Email address: _____

1.4 Is your organisation a legally constituted trust or incorporated society? Yes No

1.5 Are you registered for G.S.T? Yes No **GST No** _____

1.6 Contact Information for Project Leader(s) in case we need to clarify something or seek further information

Name: _____ Telephone Day: _____

Night: _____

Name: _____ Telephone Day: _____

Night: _____

2 Project Details

2.1 Describe in detail the programme, project or service for which you wish to apply for funding.

2.2 Is your project new Ongoing

2.3 Have you received Massey Matters Community Projects funding for this project before Yes No

2.4 If your project is ongoing, how will the project build on what took place in 2009?

2.5 What is the long term vision for your project?

2.6 How will your project contribute towards one or more of Massey Matters priority areas - early childhood education, preventing family violence, youth development and engagement, getting Massey active, engaging residents and connecting neighbourhoods and localisation of employment and training opportunities?

2.7 What other groups or organisations will be involved with your project? _____

2.8 Approximately how many residents will benefit from your project/activity? _____

2.9 Planned project dates: Start _____ Finish _____

3 Financial Details

3.1 List the full income and costs of the project (please list each part of it, not just a total figure) and provide quotes from suppliers for each item over \$1000.

COSTS	AMOUNT	INCOME	AMOUNT
E.g. Volunteer travelling costs, catering, coordinator's koha, venue hire		E.g. Gold coin donation from participants, external funding	
A Total Costs	\$	Less B Total Income	\$
Amount Applied for:			\$

Please note: The maximum amount all applicants can apply for to the Massey Matters Fund is \$3000.

3.2 Please list other sources of funding and resources for your project, including voluntary labour, sponsorship etc.

3.3 Have you applied to any other organisation for funding for this project? Yes No

If yes, please report this in the income for question 3.1.

4 Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- (i) return a Certificate of Expenditure (which will be sent to me in due course by Waitakere City Council) and provide a copy of all receipts for the money spent.
- (ii) participate in any funding audit of my organisation or project conducted by Waitakere City Council.

I consent to the Waitakere City Council recording the personal information provided in this application and retaining and using this information to send me relevant Council or Massey Matters information, such as newsletters. I also undertake that I have obtained the consent of the other people named in this form to provide their details to Council. I understand that my name and/or the name of my group may be released to the media and will be used in publicity material in connection with Massey Matters. I am aware that I have the right to have access to and correction of the information held by Council. This consent is given under the Privacy Act 1993.

Signed on behalf of my organisation or project team.

Name: _____

Position: _____

Signature: _____ Date: _____

Deliver hard copy to: Waitakere City Council
6 Henderson Valley Road
Henderson
Waitakere City

Or email full details (with scanned signatures) to:
kim.hammond@waitakere.govt.nz

Attention: Council Grants Office

By 5pm Friday 30th October 2009