

NZ Community Boards' Executive Committee



Celebrating 20 years of Community Boards

June 2008

NC20-07

MEMORANDUM

To: All Community Board Chairs
All Council Committee Advisors and Community Board Co-ordinators

From: Yvonne Palmer, Chair, NZ Community Boards' Executive Committee

Subject: 2009 Community Boards' Conference and Best Practice Awards

*Yvonne -
copy to each
of chairs please*

The March 2009 Conference celebrates 20 years of community boards. We are delighted to announce that it will be hosted by Christchurch City Council, which also hosted the Conference in 1997. The venue will be the Christchurch Convention Centre; proceedings will commence with the 20th Anniversary Celebratory Dinner on Thursday 19 March 2008 and close on Saturday 21 March 2009.

A key feature of the Dinner will be the presentation of the Best Practice Awards; these Awards are presented to Community Boards which have made significant contributions to achieving excellence and innovation in their communities. We thank MWH for agreeing to again be the overall Awards Sponsor.

If your Board is involved in a programme or project that you believe displays a high degree of excellence, we urge you to enter under one of the following categories:

- * Consultation
- * Significant project
- * Facilitation
- * Partnership
- * Heritage
- * Working with Maori
- * Working with Children and Youth
- * Harmonious relations
- * Safety and the NZ Police.

The last three categories are sponsored by (respectively) UNICEF, the Human Rights Commission, and the NZ Police. Separate criteria may apply to these categories; where this is the case the criteria is attached separately to this correspondence. In addition, winning entries in each category will be eligible for the Supreme Award.

We have made a small change to help you with submitting your entries. Electronic entries should be submitted as usual, to BestPracticeAwards2009@ccc.govt.nz. However, for entries sent through NZ Post we attach a covering Entry Form to help ensure we have all your details. All entries must be received at Christchurch City Council by 5pm on Tuesday 16 December 2008. We regret we cannot receive late entries. The Judges' decision is final.

Entries will not be returned; they will remain at *Local Government New Zealand* in Wellington and will be used for sharing good practice with other Boards. These guidelines and other information about the Conference will be available on our website - www.cbc09.org.nz.

MEMBERS: Mike Cohen (Z1) • Chris Stark (Z2) • Nigel Ensor (Z3) • Louella Jensen (Z4) • Yvonne Palmer (Z5) (Chair) • Lyal Cocks (Z6)

CORRESPONDENCE:

C/- Dianne McPhail, Local Government New Zealand • PO Box 1214 • Wellington • Ph (04) 924 1200 • Fax (04) 924 1230 • Email: dianne.mcphail@lgnz.co.nz



I would like to encourage all Community Boards to consider entering a significant or innovative project or programme. This is a prestigious Award and one of the most effective means of sharing your contribution to excellent and innovative Community Board Best Practice. The 2009 Awards will be special and unique to mark our 20th Anniversary, and will be presented at the Celebratory Dinner on Thursday 19 March 2009.

On behalf of the Executive Committee, and the Conference Organising Committee, I wish you all the best with your entries.

Yvonne Palmer
Chair
New Zealand Community Boards' Executive Committee

2009 COMMUNITY BOARD BEST PRACTICE AWARDS



entry form for non-electronic submissions

Celebrating 20 years of Community Boards
 2009 • 2008 • 2007 • 2006 • 2005

Name of Community Board:		
Name of Submitter:		
Contact details of Submitter:		
Phone ()	mob	
Fax ()		
Address	Email	
Name of category being entered:		
Name of entry (if relevant):		
Nature of entry: (please list all the parts making up this entry, eg DVD, book, slides, report, etc)		
Will you be submitting a separate (electronic) PowerPoint presentation or Word document to support your entry?	Yes / No	
	(please send to BestPracticeAwards2009@ccc.govt.nz)	
Please ensure your entry includes the following: (either include this information in your electronic information, or attach as a looseleaf to this entry form)	A brief description of the project's implementation and achievement	✓
	A list of those involved in the project, and how they became involved	✓
	An estimate of the project's cost and how this was covered	✓
	A description of lessons learned and challenges overcome	✓
	An indication of how the project might be useful to other communities	✓
Name of Parent Council:		
Contact person at Parent Council:		
Phone ()	Email	
Do you wish to present this entry to the Judging Panel?	Yes / No	
	(Please bear in mind the Panel will meet in Christchurch; you will need to fund and arrange your own presentation.)	

Please note the following:

1. Your entry will be logged upon receipt and an acknowledgment will be sent to you.
2. Entries will not be returned unless requested in writing; entries will be stored at *Local Government New Zealand's* premises in Wellington.
3. Entries in the categories Working with Children and Youth; Harmonious Relations; and Safety will be judged against criteria provided by each category's sponsor.
4. The winning entries in each category will be eligible for the Supreme Award.
5. The Judges' decision is final.
6. Winners will be announced and prizes presented at the 20th Anniversary Celebratory Dinner to be held on Tuesday 19 March 2009.

Please mark your entry/s: **CB Best Practice Awards**, and forward it to: **Christchurch City Council, PO Box 237, Christchurch 8140**. Entries must be received by 5pm on Tuesday 16 December 2008.

Good luck.

A3

2009 COMMUNITY BOARD BEST PRACTICE AWARDS



Celebrating 20 Years of Community Boards

The Community Board Best Practice Awards recognise excellence in the implementation of projects in local government. Prizes will be presented to the winners of each category and the best overall project.

The objectives of the Awards are:

- Recognition of significant contributions made by Community Boards to the process of achieving excellence in local government;
- Development of the awards scheme as a learning tool for quality improvements in the functioning of Community Boards;
- Fostering the exchange of best practice and innovative ideas.

CATEGORIES

<p>Consultation (eg how the Board has actively consulted with its community)</p>	<p>Significant Project (eg a major project in which the Board has been actively involved in achieving a desired outcome)</p>
<p>Facilitation (eg identification of a situation/s where the Board has taken a facilitation role to initiate a positive outcome)</p>	<p>Partnership (eg with parent Council / other Boards / community organisation/s)</p>
<p>Heritage (eg outline of heritage project in your community in which your Board has been involved)</p>	<p>Working with Maori (eg examples of projects in which the Board has been in partnership with local Maori)</p>
<p>Working with Children and Youth * (eg outline of projects in your community in which your Board and children have been involved)</p>	<p>Harmonious Relations * (eg examples of projects in which the Board has promoted diversity and harmonious relations in NZ)</p>
<p>Safety (sponsored by the NZ Police) (eg examples of a projects in which your Board and the NZ Police have achieved safety for your community)</p>	<p><small>* The Young People and Harmonious Relations categories are sponsored, respectively, by UNICEF and the Human Rights Commission. Separate criteria may apply. These will be distributed once finalised and approved.</small></p>

In addition, from each of these categories an overall winner will be selected.

HOW TO FORWARD YOUR ENTRY

You can submit as many entries as you wish, however, each entry should only relate to a single category.

Award applications can be in the format of your choice (such as a PowerPoint presentation/ video/ photos, etc) and should include all relevant information relating to your application. Submissions as electronic files, eg Word documents, will make it easier to share your project information after the Conference. The following information should be included:

1. The name of the project; the Community Board and parent Council and a contact person's name, address, telephone number/s, fax number and email address (an Entry Form is attached to help you with this information);
2. A brief description of how the project was implemented and what was achieved;
3. A list of who was involved in the project, including local government/s, community organisation/s, businesses, individuals, etc and how you got them involved;
4. An estimate of the total project cost, how the finance was achieved (eg rates, grants, etc) and any cost savings;
5. A brief explanation of improvements in service quality;
6. Information on lessons learned, including barriers encountered, what you would do differently next time, and how the project might be useful to other communities.

CLOSING DATE

Send your entries, marked '2009 CB Best Practice Awards' to: Christchurch City Council, PO Box 237, Christchurch 8140, or email to BestPracticeAwards2009@ccc.govltnz by 5 pm Tuesday 16 December 2008. Late entries cannot be accepted.

REVIEW PROCESS

All applications will be reviewed by the Conference Judging Panel. The Judges' decision is final. The winners will be announced and the Awards presented at the Celebratory Dinner on Thursday 19 March 2009.



Celebrating 20 years of Community Boards
REFLECT • REFRESH • REIMAGINE

19 - 21 March 2009 Christchurch Convention Centre www.chc09.org.nz

Registration of Interest

Information can be sent electronically via email or mailed. If you wish to receive Conference information by mail, please complete the address details below

Please Enter Your Details Below

First Name	<input type="text"/>	REQ
Last Name	<input type="text"/>	REQ
Position	<input type="text"/>	
Organisation	<input type="text"/>	REQ
Address	<input type="text"/>	
City/Town	<input type="text"/>	REQ
Postcode	<input type="text"/>	
Country	<input type="text"/>	
Telephone e.g 03 1234567	<input type="text"/>	REQ
Fax e.g 03 1234567	<input type="text"/>	
Mobile	<input type="text"/>	
Email Address	<input type="text"/>	REQ
Please re-enter your email address	<input type="text"/>	REQ

[Continue...](#)

REQ = required field

A5

Draft Programme

Please note: When considering flights, Conference will end at 2:00pm on Saturday 21 March

Thursday 19 March 2009	Registration
Afternoon	Registration desk open <i>Pre-function foyer</i>
	Field Trips Council up-date
Evening	Celebratory Dinner incorporating the Best Practice Awards <i>Convention Centre</i>
Friday 20 March 2009	Registration
Morning Session 1	Registration desk open <i>Pre-function foyer</i>
	Keynote Session
Morning Tea	
Morning Session 2	Workshop Sessions x 9
Lunch	
Afternoon Session 1	Keynote Session
Afternoon Tea	
Afternoon Session 2	Workshop Sessions x 9
Evening	Free evening
Saturday 21 March 2009	Registration
Morning Session 1	Registration desk open <i>Pre-function foyer</i>
	Keynote Session
Morning Tea	
Morning Session 2	
Lunch	Workshop Sessions x 9

A6

Afternoon Session 1 Workshops Sessions contd

Afternoon Tea

Afternoon Session 2 Keynote Session

Off -site interactive learning
experience and social

Evening Off -site interactive learning
experience and social



Waitakere City Council

Te Tatao o Waitakere

Community Assistance Funds Policy and Guidelines

Strategic Priorities

The Treaty of Waitangi vision is that people in the city are proud to uphold the Treaty of Waitangi.

Sustainable Development requires that all major programmes demonstrate ongoing social, economic, environmental and cultural benefit for current and future communities.

First Call for Children vision is a city where children and youth participate in the development of the city; play and hangout safely; have good healthcare, education and housing; are free from violence; develop their own cultural identity and enjoy the city's diversity; access integrated transport systems; enjoy clean air, water and green spaces and are free from poverty.

Safe City requires that in addition to formal occupational health and safety considerations, the general safety of the community is integral to all of the Council's activities and planning and the Council advocates for and supports safety initiatives with its planning partners.

Lifelong learning vision is a city where everyone can access flexible, creative and inspirational affordable learning and can participate in city life.

Closing dates:

- There are two rounds every financial year, closing at 5pm on Friday:
 - **29th of August**
 - **27th February**
- Community Wellbeing Fund – Community Board: local initiatives are open throughout the year, an applicant may apply at anytime.

Types of funding available:

The Council recognises that in addition to the services directly provided by the Council, the activities undertaken by community groups, not-for-profit organisations and individuals also make a valuable contribution to the community outcomes and the strategic outcomes pursued by the Council.

All not for profit organisations and community groups:

- Community Wellbeing Fund: Citywide and local activity/ projects/ services.
- Accommodation Assistance Fund: rates assistance.
- Fee Waivers Fund: reimbursement for some building consent fees and related charges relating to facilities, projects or activities.

Funds created to target specific needs:

- Out of School Care Fund: out of school care and holiday programmes.
- Youth Programme Fund: youth programmes.
- Community Halls and Marae Fund/Capital Works Fund – For Council owned and Community owned halls and marae in Waitakere City

Please note: each of these funds have specific policies relating to their criteria and requirements please download the related documents from <http://www.waitakere.govt.nz/CnlSerfn/funds.asp> or call (09) 839 0400 for the policies to be sent out to you.

These activities/ projects must provide assistance in line with Council's Strategic Priorities and Community Outcomes. Those organisations that provide projects/ activities that produce the most measurable outcomes and are innovative and new will receive the most assistance.

Community Outcomes	We will know when we are succeeding when	Examples of projects/ activities supported through funds
<p>Strong Communities - He Iwi Kaha Waitakere has a strong sense of connection and networks of community and people feel safe and have a sense of belonging. We are civil and respectful of each other and have a good work life balance and contribute to our city, community, friends and family.</p>	<p>We will know when we are succeeding when</p> <ul style="list-style-type: none"> • Waitakere residents level of agreement that they have felt a sense of community in their neighbourhood increases. • Total recorded offence rates has reduced within Waitakere. • The percentage of residents who think Waitakere City is a safe place to live has increased. • The percentage of Waitakere residents who rate their Quality of Life as extremely good and good has increased. • The percent of residents who have undertaken volunteer work in the last 6 months has increased. • The frequency of physical activity in Waitakere has increased. • Percentage of residents who feel that the leisure facilities and activities in Waitakere meet their needs has increased. • Percent of residents who agree that there are sufficient things for young people to do in the city increases. • Percentage of residents who feel that diversity makes the city a better place to live increases. 	<p>Examples of projects/ activities supported through funds</p> <ul style="list-style-type: none"> • Small events and festivals • Neighbourhood assistance and support • Networks and forums • Safety and violence reduction • Youth leadership, cultural programmes • Cultural programmes • New migrant support groups. • Support and assistance for volunteers providing community assistance. • Educational workshops • Budgeting support • Leisure and sports activities

<p>Toiora – Healthy lifestyles <i>Tikariga/Kawa (Values)</i> Wairuatanga (Intrinsic values) Tautoko (Vision Moemoea – Aspirations/goals) Good health, education and increased participation in a healthy and positive lifestyle</p>	<ul style="list-style-type: none"> • We have the highest qualification of Māori in Waitakere • The percentage of Māori school leavers with no or low attainment decreases and the number which were qualified to attend university increases. • The percentage of Māori children attending early childhood education increases. • The location of attendance of Māori children in Waitakere attending early childhood education increases. • Age standardised rate of stand-downs, suspensions and exclusions per 1,000 students for Māori students in Waitakere decreases. • Life expectancy at birth by increases. • Frequency of physical activity for Māori residents increases. 	<ul style="list-style-type: none"> • Number of programmes produced by Māori or provide support specifically for Māori increases: i.e. before and after school care and holiday programmes, youth programmes, parenting programmes, and educational programmes.
<p>Urban and Rural Villages – Nga kainga taone, tuawhenua Henderson is the key central town centre with Westgate and New Lynn as major centres and a network of smaller villages and neighbourhoods. Thriving well connected town and neighbourhood centres where people want to live, play and work. The centres reflect local character and foster pride. Villages have an identified centre, are safe and have accessible common areas. People feel connected to their local place ato each other. Homes are healthy and environmentally responsible.</p>	<ul style="list-style-type: none"> • Employee, resident population and household numbers in key growth areas increase. • Percentage of shoppers who rated key attributes in identified town centres as good and very good increase. • Pedestrian counts in Henderson and New Lynn town centres increases. 	<ul style="list-style-type: none"> • Housing assistance • Activities in recreational space and town centres. • Neighbourhood groups local identity projects.
<p>Working Together - Te mahi tahi We have a culture of working together as a city, as neighbourhood and as a family, efficiently utilising our time, people and resources. We mobilise local energy and empower people to participate though providing</p>	<ul style="list-style-type: none"> • Percentage of residents who agree that the community works together and people support each other increases. • The percentage of Waitakere residents who are satisfied with the way the council involves people in key decisions increases. • Percentage of Waitakere residents who agree that they are adequately informed about key council policies, decisions 	<ul style="list-style-type: none"> • Amalgamation and or collaboration between organisations that provide similar services. • Advertising and marketing costs. • Consultation with community for community projects/ services • Community activities • Support groups

<p>information people need and open transparent decision-making</p> <p>Mauri Ora – Access to Māori Resources Tikanga/ Kawa (values); Mana Tipuna/ Whakapapa – ancestral links between past, present and future. Tautoko (Vision Moemoea- Aspirations/ goals). Live as māori, celebrate being māori, celebrate ethnic cultural diversity, celebration of the city's unique and rich tribal and māori history.</p>	<p>and services increases.</p> <ul style="list-style-type: none"> Percentage of Māori residents in Waitakere who speak Te Reo increases. 	<ul style="list-style-type: none"> Networking opportunities Educational programmes that support the teaching of Te Reo.
--	---	---

To be eligible an applicant must:

- Be a non-profit making organisation/ community group (Please note: if you are an individual you may apply to the Community Wellbeing Fund – Community Boards funds for \$1500. If you are applying for assistance for over \$1500 from any of the other funds you must apply under an umbrella organisation).
- Have an open membership
- Operate within Waitakere City boundaries or provide services which benefit a significant proportion of Waitakere City residents.
- Activities/ programmes that can be supported by the Community Assistance Funds are those that have community benefit.
- Please note: innovative projects or initiatives that support Waitakere residents are provided with a high priority.

Applicants will not be provided with funding if they:

- Applicants with sufficient funding to cover the costs of the project will not be accepted.
- Central government funded organisations such as the; police, education institutions and health service providers can not be supported, unless the programme is outside their normal jurisdiction.
- These funds are not intended to cover the full cost of a major project – or all operational expenses. For large requests, the group is expected to make a contribution (financial or non-monetary, such as volunteer labour).
- Political activities aimed at promoting party political goals.
- Expenditure already incurred (for example completed projects) or debt servicing costs

Please note: an organisation may only apply once to each funding round and may only apply once to each of the funds every financial year. For example: Group A may apply for assistance from the Out of School Care Fund and Community Wellbeing Fund in the funding round 1 and apply to the Accommodation Assistance Fund, Fee Waivers Fund and Youth Programme Fund in round two of the same financial year. However, Group A may not apply for assistance from the Out of School Care Fund in round one and two.

Step 1. Plan

- Plan your project/ activity:
 - What services do you provide to the community?
 - Who will be involved?
 - What will be the associated costs of the project?
 - What other forms of income will you need for the project?
- Double check that there are no other groups/ organisations/ individuals providing the same service to the community. Community Waitakere can be contacted for information about services in your area. There website is: <http://www.wadgoss.org.nz/> or phone number (09) 838 7903
- The Community Liaison Officer is also available for assistance with strategic planning, please call or email info@waitakere.govt.nz (09) 839 0400 to book an appointment.
- Community workshops will be held on the Council's application process please contact Council at the above listed details to RSVP.

Step 2. Check

- Review the Council's funds and check which one your project best fits. This information can be viewed on the internet: <http://www.waitakere.govt.nz/CnlSer/fm/funds.asp> or information can be sent by posted out to you or call (09) 839 0400.
- If your organisation does not fit any of Council's funds you can search for external Trusts funds on the internet via the Fundview database <http://www.fis.org.nz/databases/FundView.php> or call (04) 471 8900. The Community Liaison Officer is also available for support.
- Two funding agencies that provide significant assistance to Waitakere City are:
 - ASB Community Trust: <http://www.asbcommunitytrust.co.nz/> or call 0800 272 878
 - The Trusts Community Fund (Waitakere and Portage Licensing Trust) : <http://www.thetrusts.co.nz/> or call (09) 826 2620

Step 3. Apply

Obtain the relevant application form (this can be downloaded from the website <http://www.waitakere.govt.nz/CnlSer/fm/funds.asp> or be sent to you.

- Complete the organisational information section; include a description of what services your organisation will provide to the City and their current financial situation.
- Describe your project activity and explain what the community benefit will be with consideration of the Council's strategic priorities, direction and community outcomes
- Include all related costs and attach relevant quotes. Detail any income the project/ activity will receive
- Enclose supporting information
- Attach any relevant documents as required in this policy and the specific funds policy.
- Double check you have met all the relevant requirements
- Post application form to: Waitakere City Council, C/o: Council Grants Officer, Private Bag 93109, Henderson 0650, Waitakere City or hand deliver to: Reception, C/o: Council Grants Officer, Waitakere Central, 6 Henderson Valley Road, Waitakere City.

Checklist Please note if you do not provide this information your application may be considered ineligible. Please also remember to keep a copy of your application form.

The following information is required from all applicants:

- A copy of the organisation's latest bank statement for each account, including investments
 - Audited Annual Accounts from the last financial year from an independent chartered accountant (Please note: if your organisation does not have audited accounts please and attach your current financial statement and associated bank statements).
 - Copy of a letter from IRD confirming Income Tax Exemption
 - Letters of support for your organisation and the work it does in the community
- Extra information is required for the following funds, please check the related policy for requirements
- Out of School Care Programmes
 - Fee Waivers

Assessment and Allocations

- Applications will be received and entered by our administration support team. Acknowledgement letters will be sent out no later than one month after the closing date. Applications to the CWF Community Boards will be received by the administration team and then sent to the appropriate Board for review. Applicants will be contacted by the Board and expected to present their application in the Community Forum.
- Organisational information will be assessed by the Council Grants Officer and the projects by specific council officer working parties.
- A report will go to the Community Assistance Fund Subcommittee who will listen to presentations from only new applicants and allocate funds, the decision will then be ratified by the Finance and Operational Performance Committee.
- Applicants will be notified of the results no later than three months after the closing date. Information will also be available on the website <http://www.waitakere.govt.nz/CnfSer/fm/funds.asp>

Successful Applicants

- Successful applicants are reminded to keep copies of all their receipts and a record of the income, which are to be recorded on the Certificate of Expenditure.
- A project report form must also be completed on the success/ failure of your project/ activity, number of staff/ volunteers and number of residents that benefited from the project/ activity.
- If you have any photos/ pamphlets etc of your project/ activity could you also please enclose this information with your report back to Council.
- If your organisation is GST registered, you must complete a GST Tax invoice for the total grant allocated plus gst.

Please note: Following receipt of your application, it may be apparent that more than one application has been received to provide similar services. At this point, the grants officer will contact both applicants to find out whether there is a duplication of services. If so:

1. One organisation may choose to withdraw their application;
2. Both organisations may collaborate on a joint application to consolidate service provision;
3. Both applications may be revised to rationalise services.

Community Wellbeing - Local Community Board Fund Application for Financial Assistance 2008/2009



Send to: The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE 0650

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

Attention: Grants Officer

Applications close 5:00pm Friday 29 August 2008.
Late or faxed applications will not be considered.

Please complete one application form per project. If you need help with your application please phone the Call Centre on 839 0400.

Check your eligibility

The Council's eligibility criteria and priorities for funding are set out in the Community Wellbeing Fund Guidelines. Please read them carefully before filling out this form.

- Is your organisation / group of a non-profit making nature? Yes
- Is your application for a non-sporting or non-arts related project? Yes
- Will your project benefit Waitakere City's residents? Yes

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

If you have not answered yes or are unsure about any of the above questions please phone the Call Centre on 839 0400.

1. Tell us about yourself

- 1.1 Full name of Group / Organisation: Greenbox Environmental Services
- 1.2 Street address: 10 Len Rona Street, Henderson
Waitakere City
- 1.3 Postal address: 10 Len Rona Street, Henderson
Waitakere City
- 1.4 Telephone number: 927 4444 Fax number: 927 4444
- Email address: greenbox@kordia.co.nz

Tell us about yourself continued

1.5 Please name two people the Council can contact if we need further information regarding this application.

Name: Yvonne Leary Telephone Day: 01753 8543
Night: 01753 8543

Name: Frankie Parnell Telephone Day: 01753 8543
Night: 01753 8543

1.6 What are your organisation's goals?

To provide a high quality service to the community for a better environment. To provide a high quality service to the community for a better environment.

1.7 Is your organisation a legally constituted trust or incorporated society? If yes, please attach a copy of your constitution or incorporation. Yes No

1.8 Are you registered for G.S.T.? Yes No

1.9 If Yes, your G.S.T. number is: 01753 8543

2. Project Details

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

(continue on a separate sheet if necessary)

We would like to provide a service to the community for a better environment. We would like to provide a service to the community for a better environment.

2.2 What community benefits will result from your project?

It will provide a service to the community for a better environment. It will provide a service to the community for a better environment.

provide a service to the community for a better environment. provide a service to the community for a better environment.

A16

2. Project Details continued

2.3 Where do you expect that the majority of your participants will come from?
(refer to the maps at back of guidelines)

Henderson Ward	<input type="checkbox"/>	Massey Ward	<input type="checkbox"/>
New Lynn Ward	<input checked="" type="checkbox"/>	Waitakere Ward	<input type="checkbox"/>

2.4 Please nominate which Council Committee you would like this application to be considered by:

Choose only one

Henderson Community Board	<input type="checkbox"/>
Massey Community Board	<input type="checkbox"/>
New Lynn Community Board	<input checked="" type="checkbox"/>
Waitakere Community Board	<input type="checkbox"/>

2.5 Is the project aiming to involve or target a particular cultural or ethnic group? Please tick the appropriate box.

<input type="checkbox"/> Maori	<input type="checkbox"/> NZ European	<input type="checkbox"/> Pacific Island (specify) _____
<input type="checkbox"/> Asian (specify) _____	<input checked="" type="checkbox"/> Other (specify) <u>Asian - Chinese, Indian, Pakistani</u>	

2.6 Does your project target a particular group? If yes, tick the appropriate box.

<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Youth	<input type="checkbox"/> Women
<input type="checkbox"/> Older People	<input type="checkbox"/> Disabled	

2.7 Which strategic community outcome does your project support? (Please refer to the Policy & Guidelines)

<input type="checkbox"/> Strong communities	<input checked="" type="checkbox"/> Tōiora	<input type="checkbox"/> Urban & rural villages
<input type="checkbox"/> Working together		

2.8 Planned project dates:

Start: 20/08/2008 Finish: 20/08/2009

3. Financial Details

3.1 Please outline the costs of your project. You may include a percentage of overhead costs, including salaries and volunteer labour, which apply to the project. You must include written quotes. Organisations not registered for GST should include GST in their estimates.

Item	Dollar Amount
Materials	\$ 1000.00
Labour	\$
	\$
	\$
	\$
A	Total Cost \$ 1000.00

3.2 Please outline how you intend to fund the project, excluding this application e.g. donated materials, cash in hand, other grants, fundraising

	\$
Fundraising	\$ 1000.00
	\$
	\$
	\$
B	Total Income \$ 1000.00

3.3 Please work out below the amount of funding requested. The total cost of the project (A), minus total funds available for the project (B) will usually equal the amount requested from the Wellbeing Fund. (Not normally exceeding \$1500.)

A. Total cost of project	\$ 1000.00
B. Total less funds available	\$ 1000.00
C. Difference	\$ 0.00
D. Amount requested	\$ 0.00

That in general, the maximum amount any one applicant receives from the Community Wellbeing Fund, Community Board allocation is \$1500.

3.4 Do you confirm that you will be presenting your application in person? Yes

3.5 If you are an existing group or organisation, provide a copy of your last set of annual accounts.

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 from the money spent
- (ii) participate in any funding audit of my organisation of 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 information such as newsletters. I also undertake that I have obtained the consent of the other person 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 or used in publicity material in connection with any funding granted by Council. 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 in accordance with our rules:

Name: Michael James McFarlane

Position: Chairman of Waitakere Community Wellbeing Board

Signature: [Handwritten Signature] Date: 20/08/08

Checklist

- Have you answered every question?
- Have you included a detailed budget?
- Do your figures add up?
- Have you included suppliers quotes?
- Have you attached a latest set of annual accounts?
- Have you attached a Certificate of Incorporation or the Organisation's Constitution?

Failure to do so may invalidate your application.

A19

28 AUG 2008

10 La Rosa Street, Green Bay
 Ph: 827 4044, Fax: 827 4012, greenbay@wcc.org.nz

22891

25th August 2008

The Chief Executive
 Waitakere City Council
 Private Bag 93 109
 Henderson
WAITAKERE 0650

Attention: Grants Officer

To Whom It May Concern,

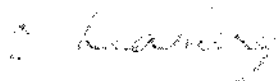
Re: Green Bay Kindergarten

Enclosed please find our application for funding to assist with the purchase of storage cupboards and separate cabinets for use by both staff and children.

Should you require additional information, please contact me directly on 279 8695 or contact the kindergarten at the above number.

We thank you for the opportunity to apply for funding, and look forward to hearing from you in due course.

Yours faithfully
GREEN BAY KINDERGARTEN



Janine Leaming
FUNDING SUPPORT

Chief Executive	
Corporate Services	
City Services Moselle	<input checked="" type="checkbox"/>
Consultancy Services	
ECO - WATER	
Strategic Group	
Consent Services	
Pieta Services	

Mike's WOODSHOP

Limited

63 South End Avenue, Whangarei
 P O Box 11089, Whangarei 0148
 Ph Toll Free 0508 645397
 Ph 09 4308000
 Fx 09 4308010
 sales @woodshop.net.nz
 www.woodshop.net.nz

Quotation

DATE	30/07/2008
Quote NO.	3682
Sales Rep	SJK
GST # 077-661-298	

NAME / ADDRESS

Green Bay Kindergarten
 10 La Rosa Street
 Green Bay
 Waitakere City 0604

Phone	09 827 4044
Fax	09 827 4012
Email	shelleyakasupport@xtra.co.nz

QTY	DESCRIPTION	COST	TOTAL
1	#555 A-Units 1500w x 900h x 500d Rounded corners on top	630.00	630.00
1	#559 Wallmounted Cupboards 1200w x 900h x 320d	365.00	365.00
1	#555 A-Units 1200w x 900h x 450 d (special depth) Rounded corners on top / with sliding doors	570.00	570.00
	Freight & Installation	60.00	60.00
	ALL IN PROVENCE BLUE		

Thank you for giving us the opportunity to quote on the above products

**QUOTES ARE VALID
FOR 30 DAYS**

Subtotal	\$1,625.00
Tax	\$203.13
TOTAL	\$1,828.13

A21