

# Community Development Small Grant Application 2024/25

## Form Preview

### Small Grants Fund

\* indicates a required field

#### Applicant Information

##### Name of group \*

Organisation Name

##### Website or social media

##### Is this your first time applying for this grant? \*

Yes  No

If you have previously applied but have never been approved, please choose 'yes'.

**You must confirm you have completed the accountability form for any previous years' successful Small Grants applications before you can submit this application.**

**I confirm we have completed the accountability form for our most recent Community Development Small Grant \***

Yes

#### Contact person

##### Primary Contact Person

Name \*

First Name

Last Name

##### Secondary Contact Person

Name \*

First Name

Last Name

Position in organisation

Position in Organisation

Phone \*

Must be a New Zealand phone number.

Phone Number \*

Must be a New Zealand phone number.

Email \*

Must be an email address.

Email \*

Must be an email address.

#### Legal Structure

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Most groups we fund are independent legal entities such as Charitable Trusts or Incorporated Societies. Groups without a formal legal structure may apply under an umbrella organisation who agree to receive and administer the funds on their behalf. A representative of the umbrella organisation will need to fill out the **Umbrella Organisation** section below.

**Does your group have a formal legal status? \***

- Yes  No

**What is your legal structure? \***

- Charitable Trust  Incorporated Society  Other:

**Charities Services registration number (if applicable)**

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

## Umbrella Organisation

As your group is not its own legal entity, you will need to nominate a legal entity to act as an umbrella group to manage the grant on your behalf. This does not exclude the umbrella group from applying for a grant in their own right.

The roles and responsibilities of an umbrella organisation are:

- To receive and hold the grant on behalf of a community group.
- To pay out the funds as required by the community group.

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- To pay out the funds in line with the purpose of the project for which funding was awarded.
- To endorse accountability reports on the project.
- To repay any unspent funds to Te Pū Harakeke.

The contact person named below will be contacted and asked to confirm that they:

- agree to act for the applicant group in receiving and monitoring the use of a grant from the Community Development Small Grants Fund
- understand the description of the roles and responsibilities of an umbrella organisation as described above.
- have authority to commit to this role on behalf of this umbrella organisation.

### **Name of umbrella organisation \***

Organisation Name

### **Contact person \***

First Name

Last Name

### **Phone \***

Must be a New Zealand phone number.

### **Email \***

Must be an email address.

### **Charities Services registration number (if applicable)**

The Charity Registration Number provided will be used to look up the following information. Click [Lookup](#) above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email

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Website

Date Registered

Must be formatted correctly.

### Fund criteria

The Community Development Small Grants Fund will prioritise services, activities, or projects that demonstrate these factors:

- contribute to outcomes to achieve goal 2, 3 or 4 of [City Council's strategic direction](#),
- have a need for administrative support, and
- do not receive other forms of operational funding and support from Council

**Is your organisation based in Palmerston North and primarily delivering a service to Palmerston North Residents?**

- Yes  No

**Please outline how you will ensure this funding is ring-fenced for services, activities or projects in Palmerston North or for Palmerston North residents**

**Do you receive other forms of operational funding or support from PNCC? \***

- Yes  No

This includes rates remissions and community occupancy.

**Please outline what operational funding or support you receive from PNCC already**

**Please identify the Council funding priorities that your proposal will contribute towards:**

- Goal 2: He tāone whakaihiihi, tapatapahi ana / A creative and exciting city
- Goal 3: He hapori tūhonohono, he hapori haumarū / A connected and safe community
- Goal 4: He tāone tautaiāo / An eco-city

**Please briefly (200 words max) describe your project, activity or service(s). \***

**Please briefly (200 words max) describe the expected outcomes of this grant? \***

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Word count:  
(ie what do you hope to achieve in the long run?)

**How does this grant align with the support priorities? \***

Word count:  
(ie how do you contribute to Goal 2, 3 or 4?)

**Approximately how many people will the project, activity, or service benefit \***

Must be a whole number (no decimal place).

**Who will your project, activity or service benefit? \***

Word count:  
(eg which ethnic groups, age groups, specific localities or communities? If all, please state this)

**Use this space to provide any additional context or comments you may wish to provide (optional)**

Word count:  
Must be no more than 200 words.  
(For example, you may wish to outline any significant increases or decreases in your services)

## Expenditure

Please itemise the amount you are applying for in each of the following categories (exclusive of GST). The total amount you can apply for is \$5,000.

Press # to add more rows if you want to apply for an administrative expense outside of these categories (see applicant guidelines for expenses we will not cover).

If not applying for a category, you can remove the line by clicking the # icon.

Item	Amount requested
Audit	\$
Communication	\$
Energy	\$
Insurance	\$
Volunteer Expenses	\$
Rent	\$
Stationery	\$
	\$
	Must be a dollar amount.

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### Total Grant Request

\$

This number/amount is calculated.  
The total should not exceed \$5,000.

### Other funding applications

Please provide details of other grants you have applied for to cover administrative expenses for the same financial year.

Funder	Amount requested	Confirmed?
	\$	
	\$	
	\$	
	\$	
	\$	
	Must be a dollar amount.	

### Balances & Budget

**Please upload a balance sheet, bank statement, or a screenshot of online banking. This must show the balances of all accounts (including term deposits/investments). \***

Attach a file:

A minimum of 1 file must be attached.  
This should be less than 3 months old.

**Please upload your budget for the financial year which includes July 2024. \***

Attach a file:

A minimum of 1 file must be attached.  
(This may be a draft budget)

### Tagged funds

If you hold any funds or reserves tagged for specific purposes which are **not** included in the annual budget you attached above, please outline these here.

Examples might include

- any grants which have been paid in advance which you are holding for the next financial year;
- funds being held for a major project such as a future building project;
- funds which must be used only for a specified purpose and must be returned if unused;
- funds which you hold on behalf of another group.

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Use the # button to add more rows.

Item	Amount	Explanation
	\$	
	\$	

**Total tagged funds**

\$

This number/amount is calculated.

## Financial Statements

**Please upload your most recent Financial Statements or Annual Performance Report \***

Attach a file:

A minimum of 1 file must be attached.

This is the document you provide to Charities Services in your annual return.

**Have these Financial Statements been audited or reviewed? \***

- Yes, they have been audited
- Yes, they have been reviewed
- No, we are not required to be audited or reviewed by law or our organisation's rules

## Income & Expenses

**Statement of income and expenses (profit & loss) for the current financial year (ie the financial year which includes May 2024). \***

Attach a file:

A minimum of 1 file must be attached.

## Other documents

**Please upload any other supporting documents (optional)**

Attach a file:

You're nearly there!

\* indicates a required field

Terms of agreement

**This fund is administered by Te Pū Harakeke-Community Collective Manawatū Inc on behalf of Palmerston North City Council.**

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### **You will only be bound by these terms if your application is successful.**

1. In accepting the offer of funding from the Palmerston North City Council, the applicant agrees to:

- complete the initiative as outlined in the application (or request permission in writing from Te Pū Harakeke/Council for any change to the initiative)
- use the grant money for the expenses identified in the success letter
- return any unspent funds
- operate in an open and publicly transparent manner
- manage the project in a financially prudent manner with full, up to date and accurate records
- keep invoices/receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or initiative conducted by Palmerston North City Council
- positively acknowledge the support of the Palmerston North City Council in all relevant media and promotional activities, including incorporation of Council's logo in line with the provided identity guidelines.
- give permission for the applicant's name, brief details about the initiative, and the amount of the grant to be made available to the public.
- undertake that the applicant has obtained the consent of all people involved to provide these details and the applicant has the right to have access to this information. This consent is given in accordance with the Privacy Act 2020.
- ensure that service delivery adheres to legislative requirements, including requirements under the Children's Act 2014, Health and Safety at Work Act 2015, and Employment Relations Act 2000.
- complete and return an accountability form no later than 12 months following the receipt of the grant.
- the applicant understands the information given in the accountability form will be referred to if the applicant applies for further funding
- notify the Council of any changes to office holders of the organisation, or changes to the organisation's address or other contact details, should this occur before the applicant return the final report.

2. Palmerston North City Council & Te Pū Harakeke shall not be liable for any loss or damage incurred or sustained by the applicant, or any of its employees, agents, contractors, customers or volunteers.

3. Representatives of both parties to this agreement will discuss any issues relating to the achievement or non-achievement of the expectations outlined in the agreement. If either party identifies any issues, such discussions will take place as soon as practical.

4. No alteration to, deletion from, or amendment to, any of the provisions of this agreement shall be binding on the parties unless both parties agree, and this agreement is recorded in writing.

5. Palmerston North City Council or Te Pū Harakeke may terminate this agreement, with two months written notice, where it considers there are serious performance problems against the expectations outlined in this agreement.

6. In the event that the applicant fails to comply with these terms of agreement, Palmerston North City Council or Te Pū Harakeke are entitled to terminate the agreement immediately. In the event of termination the applicant is required to repay the grant money to Te Pū Harakeke.

7. Council has policies to make funded events safe and healthy for our communities, please review the following policies and ensure your event (if applicable) complies where relevant:



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- [Healthy Beverage Policy](#)
- [Sun Protection Policy](#)
- [Smokefree and Vape Free Policy](#)

**Do you accept the terms of agreement outlined above? \***

Yes

### Declaration

**You must agree to the below statements before submitting your proposal: \***

- I have authority to commit to the following conditions on behalf of the applicant group.
- I understand that we cannot receive further funds from Palmerston North City Council for the same initiative if this application is successful.
- I understand that the Palmerston North City Council is bound by the Local Government Official Information and Meetings Act 1987.
- I consent to Palmerston North City Council & Te Pū Harakeke recording the details provided in this application and retaining and using these details for considering the application.
- I have obtained the consent of all people involved to provide any personal contact details in this application. I understand that I have the right to access this information. This consent is given in accordance with the Privacy Act 2020.
- I authorise Palmerston North City Council & Te Pū Harakeke to seek such information as they may require to complete the consideration of this application.
- I declare that the information provided in this application is correct and true to the best of my knowledge.

At least 6 choices must be selected.

**Your name \***

First Name

Last Name