

# Local Initiatives Fund 2019-2020

## Form Preview

### Local Initiatives Fund

\* indicates a required field

The purpose of the Local Initiatives Fund is to support new, not for profit activities that make a real difference in Palmerston North. You will need to refer to the [Local Initiatives Fund guidelines](#) to understand the aims of this fund.

If you have questions please contact Brooke Carter at [brooke.carter@pncc.govt.nz](mailto:brooke.carter@pncc.govt.nz) or 06 356 8199.

We recommend you contact us before you apply. We can advise whether this fund is the best fit for your project.

### Time taken to complete application

We are working to make our application processes easier. You can help us by keeping track of roughly how long it takes you to complete your application.

### Hours spent completing your application

Must be a number.

Please fill this out just before you submit your application.

### Group details

#### Name of group \*

Organisation Name

#### Physical address

Address

#### Postal address

Address

#### Phone \*

Must be a New Zealand phone number.

#### Email \*

Must be an email address.

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**Website or social media**

Contact person

**Name \***

First Name

Last Name

**Position in organisation**

**Phone \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

Group status

Most groups we fund have a legal status, such as charitable trust or incorporated society. However, we can fund an unregistered community group with a commitment from an umbrella organisation. A representative of the umbrella organisation will need to fill out the "Umbrella Organisation Consent" section below.

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

Yes

No

Legal status

Some questions in this section may not apply to your group. If so, just leave them blank.

**What is your groups' legal status? \***

Eg registered incorporated society; charitable trust

**GST number (if applicable)**

**Charities Commission 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

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Organisation Name  
Other Names  
Status  
Street Address  
Postal Address  
Telephone  
Fax  
Email  
Website  
Date Registered

Must be formatted correctly.

### NZBN (if applicable)

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

New Zealand Companies Register Information  
NZBN  
Entity Name  
Registration Date  
Entity Status  
Entity Type  
Registered Address  
Office Address

### Umbrella organisation consent

An umbrella organisation is an established, registered organisation that is willing to oversee and monitor the use of grants made to unregistered groups.

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.
- 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 the Palmerston North City Council.

If you have questions please contact Brooke Carter, at [brooke.carter@pncc.govt.nz](mailto:brooke.carter@pncc.govt.nz) or 06 356 8199.

### Name of umbrella organisation \*

Organisation Name

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**Address**

Address

  

**Contact person \***

First Name

Last Name

  

**Phone \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**GST number (if applicable)**

**Charities Commission 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.

**NZBN (if applicable)**

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

New Zealand Companies Register Information
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NZBN  
Entity Name  
Registration Date  
Entity Status  
Entity Type  
Registered Address  
Office Address

Must be formatted correctly.

### The umbrella organisation contact person named above must agree to the following \*

- I agree to act for the applicant group in receiving and monitoring the use of a grant from the Palmerston North City Council Local Initiatives Fund
- I understand the description of the roles and responsibilities of an umbrella organisation as described above.
- I have authority to commit to this role on behalf of this umbrella organisation.

At least 3 choices must be selected.

### Conflicts of interest

All known conflicts of interest (whether actual, potential or perceived) must be declared. All Council officers involved in the funding process are also required to declare any conflicts of interest.

### Are there any Palmerston North City Council staff members or elected members in your organisation? \*

- Yes  No

### Please provide their names \*

### Are you aware of any other conflicts of interest which could affect this proposal? \*

- Yes  No

### Please describe \*

### Local Initiatives Fund criteria

### Why you are requesting funding from the Local Initiatives Fund?

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- To develop a new group or organisation
- To develop a new initiative to be implemented by an existing group

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

- Priority 1: Develop, provide and advocate for services and facilities that create a connected, welcoming and inclusive community.
- Priority 2: Ensure the city has a healthy community where everyone has access to healthy, safe and affordable housing and neighbourhoods.
- Priority 3: Build community capacity to take ownership and encourage community leadership of solutions, including better coordination between community organisations and groups.
- Priority 4: Become a city where people feel safe and are safe.

The Fund supports projects that contribute towards the priorities from Council's Connected Community Strategy.

### Project details

**Name of project**

**Short project description**

**Word count:**

Provide a short description (100 words recommended) of your project - what are you out to do?

**Start date**

Must be a date.

**End date**

Must be a date.

**Estimated attendance**

Must be a number.

**Tell us about your project**

Describe the project, activities or services you want to deliver.

**Why is this project needed in Palmerston North?**

Describe the specific issues or needs you want to address.

**Who will benefit from the project?**

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Which group(s) will benefit most from this project? Please indicate if you are targeting a particular community, such as an ethnic group, neighbourhood or age group.

### Describe what you want the project to achieve

What are the the expected benefits/outcomes for participants or others?

### How will you know if these outcomes have been achieved?

Describe three changes you will see if the expected outcomes of the project occur.

### Have you investigated potential partnerships?

## Financial details

The average Local Initiatives Fund grant is \$6,000, with past grants ranging from \$650 to \$12,000. We have \$28,287 available to allocate this year.

### How much are you requesting from the Local Initiatives Fund?

Must be a dollar amount.

### What is the total cost of your project?

Must be a dollar amount.

### Are you seeking funding from other sources for this event?

Yes  No

Please provide details of other funding you have requested for this event.

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

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### GST

**Are you GST registered?**

- Yes - Do NOT include GST in your budget
- No - Include GST in your budget

### Expenditure

Please set out the costs for the entire project in the table below. Remember to include support in kind (like donated materials) and volunteer hours (number of hours and estimated cost/value per hour). These items should be included in the income table too.

The [Local Initiatives Fund guidelines](#) list the kinds of costs that are eligible and ineligible for funding.

Item	Amount
	\$

**Total expenditure amount**

\$

This number/amount is calculated.

**Please provide quotes for any items over \$1,000**

Attach a file:

### Income

Work out the income for the entire project in the below table. Include the grant you are requesting from PNCC, as well as any other funders you have applied to. Remember to include support in kind as listed in your expenditure table above.

It's rare for us to fund whole projects, so think about where else you will access funds. Will your organisation be contributing some of its own funds? The value of volunteer effort and donated materials will be considered as part of your contribution.

Source of income	Amount
PNCC Local Initiatives Fund grant	\$



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### Total income amount

\$

This number/amount is calculated.

### Expenditure - income

**This box should display '\$0.00' to show the income and expenditure is balanced:**

\$

This number/amount is calculated.

If the box shows a positive number, you need to add or request extra income or cut down your expenditure.

### Supporting information

If you have any additional material you would like us to refer to, please enter it in the sections below. This is not a requirement.

#### File upload

Attach a file:

#### Free text

### Terms of agreement

**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 Council), the applicant agrees to:

- complete the project as outlined in the application (or request permission in writing from the Council for any change to the project)
- 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 event conducted by the Council
- contact the Council to let us know of any public event or presentation that is funded by us

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- give permission for my/our name, brief details about the event, and the amount of the grant to be made available to the public
- ensure that service delivery adheres to legislative requirements, including requirements under the Vulnerable Children Act 2014, Health and Safety Act 2015, and Employment Relations Act 2015
- establish a risk management plan for any event, including compliance with health and safety regulations (including provision for spectator safety and roading issues)
- complete and return a written report no later than three months following completion of the project. I/we understand the information given in the project result form will be referred to if I/we apply 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 I/we return the final report.

**2.** Palmerston North City Council 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 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 is entitled to terminate the agreement immediately. In the event of termination the applicant is required to repay the grant money to Palmerston North City Council.

**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 project 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 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 1993.
- I authorise Palmerston North City Council 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 7 choices must be selected.

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**Your name \***

First Name

Last Name