



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

COMMUNITY VOLUNTARY ORGANISATION SUPPORT FUND

APPLICATION FORM 2010

If you need more information about the Community Voluntary Organisation Support Fund (CVOS), or want help filling out this form please contact Heather Kitson at Central Hawke's Bay District Council by phoning 857 8060, or emailing heather.kitson@chbdc.govt.nz

APPLICATIONS CLOSE FRIDAY 30 JULY 2010

I. General Details:

Name of Organisation: _____

Postal Address: _____

Street Address: _____

Contact names of two persons within the organisation:

Please give the names of two people who we can contact if we need more information. The first contact must be the person who filled out the form. Under the Privacy Act (1993) you must ask permission from these people before giving their details.

Name: _____ Phone (day) _____ (eve) _____

Name: _____ Phone (day) _____ (eve) _____

Are you a Voluntary Organisation? Yes/No

Is your Organisation a legally constituted society or Trust? Yes/No

If your application is for a community facility, does the premises provide access for people with disabilities:

eg. Wheelchairs etc? Yes/No

3.1 Financial Details

Are you registered for GST

Yes / No

If yes, write your GST number here

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- If you are registered for GST please **do not** include GST in these costs.
- Please round all figures to the nearest dollar.

3.2 Project items:

Please list the costs for this project.

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
Total Cost Of Project:	\$ _____

3.3 Please indicate how you intend to fund this Project:

How will your group contribute financially to this project?

Sponsorship	\$ _____
User Fees	\$ _____
Fundraising	\$ _____
Loans	\$ _____
\$ Already spent on project	\$ _____
\$ Available and earmarked for this project	\$ _____
Donated materials	\$ _____
Other	\$ _____
Voluntary Effort	\$ _____
Your total contribution is:	\$ _____
Amount you are applying for:	\$ _____

4. Declaration:

I hereby declare that the information supplied on behalf of my organisation is correct and that I will forward a report on the success of the project/organisation to Central Hawke's Bay District Council by 31 March 2011.

I consent to Central Hawke's Bay District Council keeping and using the personal contact details provided above for the purpose of the Community Voluntary Organisation Support (CVOS) Funding Scheme. This consent is given in accordance with the Privacy Act 1993.

NAME: _____

SIGNED: _____

POSITION: _____

DATE: _____

Please include with your application copies of your latest financial statements and any other supporting documents that help to demonstrate the need for the project, or the support of the community for your organisation.

Please post or deliver this application to:

**Community Voluntary Organisation Support Funding Scheme
Central Hawke's Bay District Council
Ruataniwha Street
P O Box 127
WAIPAWA 4240**

Applications close on:
Friday 30 July 2010
No late applications will be accepted.

**COMMUNITY VOLUNTARY ORGANISATION SUPPORT
FUNDING SCHEME
CRITERIA**

The Community Voluntary Organisation Support Fund has \$30,000 to distribute to community based organisations in the following categories:

CATEGORY 1: \$10,000 to groups seeking grants for new community initiatives.

Category 1 funding is for community groups who have not received funding from Community Initiatives before, or groups who have received funding but are applying for a new project.

Criteria:

1. Community groups must be based in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly residents of Central Hawke's Bay.
2. The application must demonstrate that the project is in response to a significant need in the community.
3. The group should receive a wide measure of support from their community.
4. The level of funding available from other agencies, including fundraising, will be taken into account when assessing the project, as will the contribution being made by the applicant.
5. The project should wholly or mainly benefit residents of Central Hawke's Bay.
6. Projects that are eligible for or have received funding from other agencies may be considered for funding from CVOS. However, priority will be given to projects which are unable to source funding from elsewhere.
7. Applicants that have received funding from CVOS previously for the same project are not eligible for funding.
8. Grants made for Category 1 projects will not exceed 75% of the total cost of the individual project.
9. Projects will be prioritised and the level of funding granted will be based on this.
10. The Assessment Committee is allowed the flexibility to allocate excess funds from Category 1 to Category 2 in those years when there are insufficient worthy applicants to receive grants from Category 1.
11. There must be evidence of the long term sustainability of the project.

Applicants must provide evidence of the organisation's management of finances (bank statements etc.) with the application for funding.

All applicants must provide a report on the project by 31 March in the year following the grant. Failure to do this could negate future funding requests from the organisation.

CATEGORY 2: \$20,000 for ongoing support to existing community groups who provide community services in Central Hawkes Bay.

Criteria:

\$20,000 for ongoing financial support to existing community groups who provide ongoing community services to all of Central Hawke's Bay.

Criteria:

1. Funding will be provided for costs that enable the continual running of a viable service that is deemed to be of considerable benefit to the community of Central Hawke's Bay. The onus of proof regarding benefit lies with the applicant. Costs may include:

- Rental of building
- Power charges
- Stationery
- Photocopying
- Postage
- Telephone/Fax
- Insurance
- Financial reporting costs
- Personnel costs essential to the provision of the service
- Marketing

Costs which are not eligible include the following:

- Rates payments
- Facility development,

and other costs considered not being essential to the continual running of the service.

2. Community groups must be domiciled in Central Hawke's Bay and be a voluntary non profit organisation serving wholly or mainly the residents of Central Hawke's Bay.
3. The group should receive a wide measure of support from the community.
4. The level of funding available from other agencies, including fund raising, will be taken into account when assessing the project.
5. Grants made for Category 2 will not exceed 50% of total ongoing organisational costs. However, if an organisation is able to provide evidence that it is experiencing extreme hardship and the continuation of the viable service is at risk, a grant higher than 50% may be awarded.

Applicants must provide as part of their application:

- (a) A copy of the most recent years set of financial accounts.
- (b) Statistics or factual information which demonstrates the level of activity or achievements for the past year.
- (c) Evidence of the support the group received from the community.