Partnership Fund Application Form

Purpose

The purpose of partnership funding is to identify and partner with community organisations within the Manawatu District Council's rating area who add the most value to our community through the provision of services that deliver economic, social, ecological or cultural wellbeing.

1. Applicant Details

Full name of organisation	

Contact person	

Daytime phone number	

2. Postal Details

Street/PO Box			
Town		Postcode	
Email			

3. Funding Criteria

Which of the following three Partnership Funding criteria are you applying under. Please select one. If your project/service meets more than one criteria, choose the one that is the project/service's main focus.

☐ A not-for-profit organisation based in the Manawatu District; or

☐ A legally incorporated society or charitable trust in the Manawatu District that is registered with the Charities Commission; or

☐ A partnership between organisations for the delivery of services or a project based in the Manawatu District.

4. Project/Service Information (please attach additional sheets if required)

What is the Project or Service you are seeking funding for? Please give a brief description including evidence for need in the Manawatu District for such a project/service as well as what this project/service will do

Will your project/service take place within the Manawatu District?

☐ Yes ☐ No

If the answer is no your project is likely to be ineligible.

How will your project or service demonstrate increased, sustained or long term value for the community?

How will the provision of this project or service support Council's vision, outcomes and Community Development?

How does the project/service add value to economic, social, ecological and cultural wellbeing within the community?

Tell us about the key people and/or community involved

Estimated number of active participants	

5. Financial Information

What is your organisation's legal status?	

What is your Charities Commission registration number?	

What is your Charities Commission registration date?	

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?

☐ Yes ☐ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.

What is the forecasted budget (excluding GST) for your project/service for each 1 July to 30 June financial year of your proposal (Note: maximum of three years)?

Please attach a detailed project/service budget including both income and expenditure.

What level of funding is your organisation requesting from Council?	$

Tell us about any other funding you have applied for or received for this project/service.

Date applied	Source of funding	Type of funding e.g. grant	Date of result	Amount
				$
				$
				$

6. Declaration

☐ The details in all sections of the application are true and correct to the best of our knowledge.

☐ We have the authority to commit our organisation to this application to the Manawatu District Council.

☐ We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.

☐ We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

☐ The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.

☐ All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:

☐ Is bound by the Local Government Official Information and Meetings Act 1987.

☐ We also consent to it recording the personal contact details provided in this application, retaining and using these details.

☐ We understand that our name and brief details about the project/service may be released to the media or appear in Council documentation.

☐ We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

☐ This consent is given in accordance with the Privacy Act 1993.

1st Signatory

Name	

Position in Organisation	

Signature	

Date	

2nd Signatory

Name	

Position in Organisation	

Signature	

Date	

7. Conditions of Funding

- Receiving funding in any year does not guarantee ongoing funding.
- The organisation needs to be able to demonstrate sound financial and accounting practice through the organisation's most recent annual accounts.
- Funding received from Council must be acknowledged as a separate entry within the organisation's accounts or in a note in the organisation's annual report.
- Funding will be made upon receipt of invoices and/or receipts which detail the agreed service(s) specified by the Community Funding Subcommittee's funding approval.
- Where appropriate, the Council will negotiate a contract specifying the service(s) that Council is funding; which include the period of the agreement (up to three years) and monitoring and reporting requirements.
- All recipients of funding agree to provide a 12-month report (including financial statements) which should include detail on the progress of the organisation in achieving the outcomes and expectations outlined in the agreement for funding.

8. Final Check

Make sure you have

- ☐ Completed all the sections
- ☐ Provided financial details
- ☐ Attached supporting documents

9. Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Private Bag 10-001
Feilding 4743
Telephone 06 323 0000
Email: janine.hawthorn@mdc.govt.nz