

HERITAGE PROJECT FUNDING APPLICATION FORM

Important notes for applicant:

- Applications must be completed in the word formatted document provided and emailed to Funding funding@waidc.govt.nz
- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, to discuss your application requirements and confirm that your application meets the eligibility criteria. Have you discussed your application with the Waikato District Council community development co-ordinator **Yes/No**
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time). I have read and understood the understood the guidelines for funding applications document **Yes/No**
- All parts of the application need to be completed and all supporting information supplied.
- Please note that incomplete applications **WILL NOT** be considered and will be returned.

Waikato District Heritage Project Fund

Project

Section I – Your details

Name of your organization and contact person

What is your organisation's purpose/background (who are you? what do you do?)

Contact Email: (Correspondence will be emailed from funding@waidc.govt.nz)

Phone number/s:

Address:

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If you are a Registered Charity (we require your registration number & confirmation that your organisation registration is current):

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Section 2 – Your event/project

Please provide details of how the project aligns with the goals identified through the forum and that meet outcomes of the Waikato District Council Heritage Strategy.

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Will the heritage project be visible or accessible to the wider community? Please provide details.

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How will the wider community benefit from the heritage project?

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When and where will your project take place?

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Are you GST registered? No Yes GST Number / /__ __ __

The following documentation must be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of the last three months bank statements
- A copy of any documentation verifying your organization’s legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements

Note: Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and other providers, details of other funding and donated materials/resources being sourced, and current funds in hand to cover the costs of the event/project.

Important: Please ensure that all quotes supplied are clearly itemized and match the project breakdown (Total B)

<i>Please complete all of the following sections</i>	GST Inclusive Costs <i>(use this column if you are not GST registered)</i>	GST Exclusive Costs <i>(use this column if you are GST registered)</i>
What is the total cost of your project/event	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

Only include the Funding being sought from Waikato District Council below

Project Breakdown <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$

Has/will funding been sought from other funders? Yes No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$ _____	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$ _____	\$ _____

Total Funding Applied for (Add totals A, B, and C together to make Total D) Total D Note : This total should equal the Total Cost of the Project/Event	\$	\$
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Describe any donated material / resources provided for the project:

Section 5 – Previous Funding Received from Waikato District Council

If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:

What Board/ Committee	Type of Project	Date received	Amount

Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above. Note: this will be checked and confirmed by council staff.

I confirm that an **accountability statement** has been completed and returned for previous funding received.

Signed: _____ Name: _____

I certify that the funding information provided in this application is correct.

Signature: _____ Date: _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: _____ Date: _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

*Incomplete applications will not be accepted and will be returned

Accountability

Successful applicants will be notified in writing of the grant.

An invoice will need to be provided from your organisation in order for payment to be made.

- **For non GST registered groups GST is included in the amount granted**

An invoice will need to be provided that includes:

Only the total amount funded and the statement “Our organisation is not registered for GST”

- **For GST registered groups GST is paid on top of the amount granted**

An invoice will need to be provided that includes:

Your organisations full name, address and GST registration number

The words “Tax Invoice” in a prominent place (the words “Invoice” or “GST Invoice” are not acceptable)

The GST exclusive price, the total amount of the GST charged, then the total cost

Waikato District Council

For projects above \$10,000 funds cannot be uplifted until all sufficient additional funds for the project are approved.

Project updates will be required on a basis relevant to the size of the project.

Successful applicants **must** complete a project accountability report within 2 months of the completion of the project.