

COMMUNITY ENGAGEMENT FUND

APPLICATION FORM

PLEASE NOTE: Late applications will NOT be accepted

Please circle the appropriate Committee or Community Board that relates to the area you are located, or where the event or project will take place.

Petone Community Board
Eastbourne Community Board
Wainuiomata Community Board
North/East Community Committee
Central/West Community Committee

1. ORGANISATION DETAILS

1.1 Organisation Name:

1.2 Address:
(Street address)
.....
.....

(Postal – if different from above):
.....

1.3 Contact Persons:
(Please provide **TWO** contact names)

a. **Name:**
Position:
Phone (day): **(evening):**
Email address:

b. **Name:**
Position:
Phone (day): **(evening):**
Email address:

1.4 Number of members of your organisation:

1.5 GST number (if registered):

2. EVENT/ACTIVITY DETAILS

2.1 Event/Activity Title:

2.2 Briefly describe your Event/Activity:

.....
.....
.....
.....

2.3 Proposed budget for your Event/Activity: \$.....

Level of funding requested: \$.....

If your application is for \$500 or less please complete section 2.4 and section 3 below.
If your application is for more than \$500 please complete section 2.5 and section 3 below.

2.4 FILL IN THIS SECTION IF YOU SEEK \$500 OR LESS

2.4.1 Where and when will your Event/Activity take place?

.....
.....
.....
.....

2.4.2 How does your Event/Activity strengthen and benefit your community?

.....
.....
.....
.....

2.4.3 Who will benefit most from your Event/Activity? (e.g., age ethnic or geographic group)

.....
.....
.....

2.4.4 Describe the extent of community involvement in your Event/Activity through contributions of time, energy and resources in planning, running the Event/Activity, participating and financially supporting:

.....
.....
.....
.....

2.4.5 How will you know if your Event/Activity is worthwhile?

.....
.....
.....
.....

2.4.6 If your request is successful do you agree to complete an accountability form (with invoices and photographs if applicable) and if requested make a short report to the Community Board/Community Committee within six weeks of your completion date?

YES NO

2.5 FILL IN THIS SECTION IF YOU SEEK MORE THAN \$500

2.5.1 Where and when your Event/Activity will take place?

.....
.....
.....

2.5.2 How does your Event/Activity strengthen and benefit your community?

.....
.....
.....
.....

2.5.3 Who will benefit most from your Event/Activity? (e.g., age ethnic or geographic group)

.....
.....
.....
.....

2.5.4 Describe the extent of community involvement in your Event/Activity through contributions of time, energy and resources in planning, running the Event/Activity, participating and financially supporting:

.....
.....
.....
.....

Financial Information

2.5.5 What is the total cost of your Event/Activity and the breakdown of the estimated budget?

.....
.....
.....
.....

2.5.6 What other income does your Event/Activity expect to receive?

Contributions from the organising group	\$.....
Entry fees	\$.....
Other	\$.....

2.5.7 What other income does your Event/Activity expect to receive from other funding requests?

Organisation applied to:

Amount Requested: \$.....

Date result expected:

Amount Received: \$.....

2.5.8 How will you know if your Event/Activity is worthwhile?

.....

.....

.....

.....

2.5.9 If your request is successful do you agree to complete an accountability form (with invoices and photographs if applicable) and if requested make a short report to the Community Board/Community Committee within six weeks of your completion date?

YES NO

3. DECLARATION (To be completed for all applications)

For and on behalf of our group:

- I hereby declare the information supplied here on behalf of my organisation to be true and correct.
- I acknowledge that the funding process is a public one and all or any of the information provided in this application may be made public.
- I acknowledge that the information provided in this application will be retained and may be used by the Community Board/Community Committee and/or Hutt City Council.

- I acknowledge that the Council is subject to the Local Government Official Information and Meeting Act 1987 and may be required to release the information provided in this application.
- I undertake that I have obtained the consent of the other contact person to provide these details.
- Within 6 weeks of the completion date I agree to submit an accountability form (with invoices and photographs if applicable) and if requested make a short report to the Community Board/Community Committee.

Name:

Position in the organisation:

Signature:

Date:

Please return your completed application form to:

**The Committee Advisor
Hutt City Council
Private Bag 31 912
LOWER HUTT**