

# HERITAGE FUND

## Application Form

*Applications close on the 1<sup>st</sup> April*

Late applications will not be accepted.

Please read all the information before filling out the application form.

Applications are considered once a year by the Community Grants Committee and are administered by Community Development.

Please complete the application clearly in **black** pen, sign and return to Community Development, Private Bag 31-912, Lower Hutt.

Phone the Community Funding Officer on 570-6900 or email [comdev@huttcity.govt.nz](mailto:comdev@huttcity.govt.nz) if you require further information.

This form is available at [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

## **Criteria of the Heritage Funding Scheme**

The Heritage Fund was established to align with the Hutt City Council Heritage Policy (August 06). The Heritage Policy has been developed in response to Hutt City Council strategic plan, which recognises a growing awareness in New Zealand of the need to protect and conserve heritage property, a commitment to the recognition and protection of Maori sites and taonga, and the requirements of the Resource Management Act 1991.

### **Criteria**

- Organisations or individuals must demonstrate they have the necessary capacity and capability to deliver on their stated outcomes to meet accountability requirements.
- All organisations or individuals that have funding approved are required to have a funding agreement with Hutt City Council.
- Organisations or individuals must clearly identify how the funding contributes to the achievement of at least two of the community outcomes in the Long Term Council Community Plan (LTCCP), refer to page 5

### **Eligible Purposes**

- Projects which promote and encourage heritage conservation in Hutt City through the use of advocacy and education
- Local area heritage programmes and activities in Hutt City
- Publications on the history and heritage of sites, buildings, people and events in the Hutt City Council geographical area
- Further development of the Council's heritage policy

### **Ineligible Purposes**

- Services or projects with a primary focus on recreation or sporting activities. (Note: funding for arts and cultural projects, events or activities should be directed to the Creative Communities Funding Scheme).
- Salaries, although fixed term (project based) salaries may be considered.
- Purchase of land or buildings or alterations to buildings, including building maintenance.
- Organisations who receive significant funding from central government e.g. schools, kindergartens.
- Organisations which seek to redistribute funds to other recipients at their own discretion.
- Debt repayment or refinancing of existing loans.
- Vehicles or overseas travel.
- Medical expenses, operations or treatment either here or overseas.
- Capital investment or trust funds.

## **Accountability and Compliance**

- Funds must be used only for the purpose for which they were sought and/or approved and in accordance with any terms and conditions imposed by the Assessment Committee.
- Funds must be used within 12 months of the recipient being notified of their successful application.
- The recipient is required to inform the Funding Officer immediately if any difficulties and/or potential difficulties arise which may compromise the service or project.
- A complaint must be laid with the Police if any funds received under this scheme are stolen or misappropriated. The Council must be notified of all such complaints to the Police.
- The recipient must allow an audit on the use of the funds should Hutt City Council wish to undertake such an audit.
- The recipient must recognise the support of Hutt City Council in all publicity material, annual reports and similar publications.
- The recipient must provide an accountability report to the Assessment Committee (which will be sent by Hutt City Council in due course) outlining the use and benefits to the community of the funds no later than 12 months after the funds have been uplifted.

## **Assessment**

The Hutt City Council's Community Grants Committee will assess and make decisions on applications to the Heritage Fund. They will take the following into consideration when assessing applications:

- Whether the application complies with the criteria and purposes of the Heritage Fund.
- Whether the organisation or individual contributes to the outcomes in the Hutt City Council Long Term Council Community Plan (LTCCP).
- The level of compliance of any previous grant from Hutt City Council.
- The ability of the organisation or individual to successfully deliver the services (demonstrated by the adequacy of the organisations structures, it's financial and management practices and previous track record for services or projects).
- The organisation's or individual's compliance with all relevant legislative requirements.

## **Section A - About your Organisation**

Please circle the funding scheme you are applying to:

**Heritage Fund / Small Grants Fund / Community Development Fund**

**A1.** Name of organisation or individual \_\_\_\_\_  
\_\_\_\_\_

**A2.** Postal address: \_\_\_\_\_  
\_\_\_\_\_

**A3.** Physical address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

**A4.** Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**A5.** Email: \_\_\_\_\_

**A6.** Contact person:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**A7.** Second contact person:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**A8.** Status of organisation:

Your organisation's legal status?

Incorporated society (registered under the Incorporated Societies Act 1908). If yes please provide legal registration number here: \_\_\_\_\_  
\_\_\_\_\_

A Registered Charitable Trust (registered under the Charities Act 2005)

No legal status

If no do you expect to have legal status within the next 12 months?  Yes  No

If no please explain why not: \_\_\_\_\_  
\_\_\_\_\_

**A9.** GST number, if registered: \_\_\_\_\_

**A10.** Year organisation started operating: \_\_\_\_\_

**A11.** Geographical area served by your work: \_\_\_\_\_  
\_\_\_\_\_

**A12.** Link to your regional or national organisation: \_\_\_\_\_  
\_\_\_\_\_

A13. Brief details on the main kaupapa/objectives of the organisation: \_\_\_\_\_

\_\_\_\_\_

## **Section B - About your request**

**B1. Brief details on your proposed work for which you are seeking Hutt City Council funding in this application (*why/what/where/with/when*)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B2. Are there other organisations providing a similar service in Hutt City? How will your organisation's work vary or complement the work of other organisations?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B3. How have you determined that your work will be beneficial to the community?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B4. How will you measure your organisations success and show that your organisation can account for the funding? \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B5. Tick below to show which of the three Hutt City Council Community Outcomes your organisation contributes to.**

**Strong and Tolerant Communities** - A city that is friendly and welcoming where people experience a sense of belonging; Encouraging community involvement and engagement with civic life; More celebration of tangata whenua and multiculturalism in the city and migrants are well adapted to the NZ way of life

**Healthy and Educated Communities** - Everyone has access to a wide range of excellent education services, Everyone has affordable access to services that improve health, There is a seamless integration of health services and residents have a high standard of living.

**Lifestyle** - A city that is safe; Affordable access to community facilities that include arts, cultural and recreational options; A diverse natural environment that is accessible, enjoyable and safe; Encouragement of the arts, cultural and sports activities including local, national and international events; Attraction of tourists to the Hutt City



**C4.** What will happen if you do not get any or only part of the funds you are seeking from Hutt City Council?: \_\_\_\_\_

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**C5.** List any Hutt City Council funding that you have received in the last 3 years, or have applied for in this financial year, with date, amount and which Council funding scheme (Note - this applies to all funding schemes not only those administered by Community Development).

Date granted	Amount granted \$	Council funding scheme

**Section D - Checklist / Declaration / Consent requirements**

The following information is required in support of this application. If your application does not have this information it will NOT be assessed.

**FOR ALL APPLICATIONS**

- One letter of community support for your organisation, signed, dated and less than six months old, from someone not involved or connected in any way to the running of your organisation.
- A bank generated deposit slip.
- A copy of your organisation/s latest annual accounts. If you do not have annual accounts please attach a statement of Income Expenditure for the past 12 months. If neither of these is available please attach a copy of your latest bank statement.
- Your Trust Deed or Constitution including a list of current key members and their contact details.
- Your organisation must have legal status, or be working under an umbrella organisation (if so please state what organisation you are working under), or be actively working towards legal status (future funding may be declined if this is not in place).

**FOR ORGANISATIONS APPLYING FOR MORE THAN \$10,000**

- Please supply all of the above information, PLUS:
- A business plan

**FOR SALARY APPLICATIONS (organisations with legal status only)**

- A current job description, signed, dated and less than 2 years old, or a proposed job description.
- A current employment contract, signed, dated and less than 2 years old.

**DECLARATION AND CONSENT REQUIREMENTS**

We hereby declare the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report (which will be sent to us in due course by Hutt City Council) stating that the money received has been spent on the service agreed. We also agree to participate in any funding audit of our organisation conducted by Hutt City Council.

We also consent to Hutt City Council collecting and retaining the personal contact details of the persons listed in this application. We confirm we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. The consent is given in accordance with the Privacy Act 1993.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Position held: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**NB:** Before placing your completed application in an envelope please check you have answered all the required questions, including gaining all required signatures and that you have attached all the required supporting information. Failure to include all relevant information may delay the processing of your application.