

## Before You Start

- Read the Community Fund Application Guide.
- Complete the Community Fund Application form according to the guide.
- Applications can only be submitted using this document.
- If you are unable to type into the form directly, please print a copy and complete by hand.
- We recommend that you keep a copy of your completed application for your own references.



## Part 1 – Applicant Details

**Full Name of Organisation:**

---

**Mailing Address:**

---

**Physical Address** ( If different from above):

---

**Website** (If available):

---

**Legal Status of Organisation:** (e.g. Charitable Trust, Limited Liability Company)

---

**Charities commission or NZBN registration number:** (If applicable)

---

**Contact Person:**

---

**Position:**

---

**Phone:**

**Email:**

---

**Alternative Contact:**

---

**Position:**

---

**Phone:**

**Email:**

---



---

## Part 2 – Details of the Activity

**Activity Name:**

---

**Date/s of this activity:**

---

**Total estimated cost for this activity:**

---

**Funding amount requested from the Community Waste Fund:**

---

---

**Venue or facility where this activity will take place:**

---

**Please describe the activity by answering the questions below:**

- **The Plan:** Identify which of these strategic objectives your project will achieve.
- **Waste Reduction-** Reducing waste at source and/or
- **Waste Recovery – Diverting waste from landfill.**

- 
- **Briefly summaries your project.** (Maximum 350 words)

## Part 2 – Details of the Activity continued

• Describe how your project will provide a solution to the waste challenge(s). Make sure you include:

(Maximum 250 words)

- a. The expected project outcome
- b. The activities you will undertake to achieve the outcome(s)
- c. How you will measure the success of the outcome(s) and overall project?

---

How many people do you expect to take part in the activity? \_\_\_\_\_ Participants \_\_\_\_\_ Audience

---

Describe how your project encourages community participation and/or delivers tangible community benefit.

---

Describe how your project will create enduring change in behavior. (Maximum 250 words)

---

### Part 3 – Activity Budget Information

(You may attach your forecasted budget to support the tables below)

Are you registered for GST?  Yes - Do NOT include GST in your budget  No - Include GST in your budget

If yes, please enter your GST number: \_\_\_\_\_

**Please provide itemised costs for this activity:**

Item	Detail	Amount \$
<b>Total Costs</b>		<b>\$</b>

**Please provide income details including how your organisation will contribute financially to your activity (eg) participant fees, fundraising**

Income	Detail	Amount \$
<b>Total Income</b>		<b>\$</b>
	<b>Costs minus income</b>	<b>\$</b>

**Amount you are applying for**

**\$** \_\_\_\_\_

### Part 3 – Activity Budget Information

Please list confirmed sources of other funding for the activity and amounts you have applied for and are awaiting confirmation

Funding Source	Confirmed Yes/No	Amount \$

If successful, when do you hope to have the funds available from Council? Date: \_\_\_\_\_

Have you previously received funding from Community Waste Fund? If so when and what for?

Date	Name of Fund applied to	Activity	Amount \$

How did you hear about the Community Waste Fund? (Please tick that all apply)

- Council Website  
  Other Website  
  Facebook  
  Instagram  
  Newspaper  
  Radio  
 Council Staff member  
  Word of mouth  
  Other (please detail) \_\_\_\_\_

## Part 4 – Declaration

### I/We agree,

- That the information supplied in this application is true and correct to the best of my/our knowledge.
- That I/We have the authority to commit our organisation to this funding application.
- That any funding received will be used only for the activity for which it is approved.
- To participate in any funding audit of the organisation as required by the Invercargill City Council.
- To complete the accountability requirements and provide receipts where requested.
- That I/We will provide a complete evaluation and/or report detailing the spending and outcome of the activity.
- That the details about our funding application may be released to the media or appear in publicity material.
- As Invercargill City Council is bound under Local Government Official Information Act 1987 and details entered in this application may be released under the act.
- To Invercargill City Council collecting the personal contact details provided on this form. This consent is given in accordance with the requirements of the Privacy Act 1994.

**1. Name:** \_\_\_\_\_

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

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

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

**2. Name:** \_\_\_\_\_

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

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

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