



Coast Initiatives Fund

# Application Form

Funding for coast community initiatives

Pūtea mō ngā kaupapa hapori rohe

**TO SUBMIT YOUR COAST INITIATIVES FUND APPLICATION PLEASE  
SEND BY POST, EMAIL OR ONLINE:**

Coast Community Board  
Coast Initiatives Fund Application  
c/- Ōpōtiki District Council  
PO Box 44  
Opotiki 3162  
email [info@odc.govt.nz](mailto:info@odc.govt.nz)  
apply online at [odc.govt.nz/coastinitiatives](http://odc.govt.nz/coastinitiatives)  
PH 07 3153030

Applications must be received by the Ōpōtiki District Council a minimum of 3 weeks before the Coast Community Board meets, at which a grant decision is required.

# PART 1: APPLICANT DETAILS

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## Name and contact details

Full name of organisation:	<input type="text"/>		
Contact person:	<input type="text"/>		
Relationship to organisation:	<input type="text"/>		
Street address/PO Box:	<input type="text"/>		
Suburb:	<input type="text"/>	Town/City:	<input type="text"/>
Postcode:	<input type="text"/>	Country:	New Zealand
Email:	<input type="text"/>		
Telephone (day):	<input type="text"/>		

All correspondence will be sent to the above email or postal address

Name on bank account:	<input type="text"/>	GST number:	<input type="text"/>
Bank account number:	<input type="text"/>		

If you are successful your grant will be deposited into this account

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## Application requirements:

1. Deliberations on grant money applications will be conducted by the Coast Community Board and must meet criteria approved by the Board, see part 3 Application Criteria.
2. Applications must be received in a timely fashion to allow a grant decision to be made prior to the anticipated date of expenditure for which funding is requested.
3. Grant applications will only be considered from organisations and not (an) individual(s).
4. Applications will only be accepted from those organisations that are established within the Coast ward. If such an organisation proposes to provide assistance funding from a CIF grant then the reasons shall be outlined in the application.
5. Grant money shall only be paid on submission of an invoice with bank account and GST number (if GST registered) details on the organisation's invoice.

# PART 2: PROJECT DETAILS

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Event/ Project name:

Brief description of event/project:

## Event/Project location, timing and numbers

Venue and suburb or town:

Date of event:

Date grant

## Event/Project details

**1. The idea/Te kaupapa:** What do you want to do?

**2. The process/Te whakatutuki:** How will the project happen?

**3. The people/Ngā tāngata:** Tell us about the key people and/or the groups involved.



# PART 3: APPLICATION CRITERIA

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The Coast Community Board has adopted the following criteria in assessing funding for projects:

1. The types of project/event which will be considered for funding are;
  - Marae facility development and upgrades excluding projects, or components of projects, that can attract funding from other funding sources.
  - Community facilities and sports fields.
  - Pride and beautification projects within the community.
  - Community events.
  - Coastal access excluding private access.
  - Infrastructure projects specific to coastal communities that may be outside of Council's immediate priorities or that may add value to existing initiatives.
  - Education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the coast community.
  
2. In preparing to assess applications to the CIF the Community Board Members shall at all times give due consideration to:
  - The Model Standing Orders for meetings of the Opotiki District Council on the matter of pecuniary (i.e. financial) interest; and
  - The Opotiki District Council Code of Conduct in regard to conflicts of interest.

# PART 4: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.
- I/We agree to the application requirements stated in application details on page one.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the Coast Community Board for any significant change to the project)
- utilise funding within two years from the date of approval (failure will require applicant to reapply)
- return a project report within two months after the project is completed (failure may lead to further funding applications being declined)
- return any unspent funds
- where applicable (e.g. where items are purchased) receipts and/or written quotes shall be provided to Council.
- acknowledge Coast Initiative Funding at event openings, presentations or performances
- I understand that the Opotiki District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.  
This consent is given in accordance with the Privacy Act 1993

Name	<input type="text"/>	<input type="text"/>
	(Print name of contact person/applicant)	(Print name of parent/guardian for applicants under 16 years of age)
Signed:	<input type="text"/>	Signed: <input type="text"/>
	(Applicant or organisation's contact person)	(Parent/guardians signature for applicants under 16 years of age)
Date:	<input type="text"/>	Date: <input type="text"/>