Appendix 1

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
apply online at odc.govt.nz/coastinitiatives
PH 07 3153030

PART 1: APPLICANT DETAILS

Name and contact details

Full name of organisation:			
Contact person:			
Relationship to organisation:			
Street address/PO Box:			
Suburb:		Town/City:	
Postcode:		Country:	New Zealand
Email:			
Telephone (day):			

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

Name on bank account:		GST number:	
Bank account number:			

If you are successful your grant will be deposited into this account once a verified deposit slip is included in this application.

Would you like to speak in support of your application at the Coast Community Board meeting?

Yes: ☐ No: ☐

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

3. 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.

4. Grant applications will only be considered from organisation and not (an) individual(s).

5. 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 Coast Initiatives Fund grant then the reasons shall be outlined in the application.

6. Grant money shall only be paid on submission of an invoice with a verified bank account deposit form and GST number (if GST registered) details on the organisation's invoice,

7. Applicants requesting $5000 or more are required to attend the Board meeting at which application is being considered and speak to their application.

PART 2: PROJECT DETAILS

Event/ Project name:

Brief description of event /prot:

Event/Project location, timing and numbers

Venue and suburb or town:

Date of event:

Date grant requested:

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.

4. Timeframe/Taima: Tell us what the expected timeframe for completion of your project?

5. The budget/Ngā pūtea

Are you GST registered? Yes ☐ Do NOT include GST in your budget

No ☐ Include GST in your budget

Project costs	Write down all the costs of your project and include details of items this covers.	
Item *eg hall hire*	**Detail** *eg 3 days' hire at $100 per day*	**Amount** *eg $300*
Total Costs		$
Amount you are requesting from the Coast Initiative Fund		**$**

Quotes to be attached: (Where applicable)
Have you applied to any other organization for funding for the same purpose as this application? **If yes, please provide details of funding organization, date applied, amount of request, purpose and outcome.**

If your application is approved it is part of the criteria that a written report along with photos will be submitted to the Community Funding Initiative committee within one month of the project being completed.

PART 3: APPLICATION CRITERIA

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

1. Marae facility development and upgrades excluding projects, or components of projects, that can attract funding from other funding sources.
2. Community facilities and sports fields.
3. Pride and beautification projects within the community.
4. Community events.
5. Coastal access excluding private access.
6. Infrastructure projects specific to coastal communities that may be outside of Council immediate priorities or that may add value to existing initiatives.
7. Education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the coast community.
8. Each application would be considered by the Board on a case by case basis.
9. If approved funding is not utilised within two years from the date of approval the applicant must reapply for funding consideration.
10. 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.
11. Grant applications will only be considered from organisations and not (an) individual(s).
12. Applications will only be accepted from those organisations that are established within the Coast Community Board ward. If such organisation proposes to provide assistance funding from a CIF grant then the reasons shall be outlined in the application.
13. Applicants requesting $5000 or more are required to attend the Board meeting at which application is being considered and speak to their application.
14. In preparing to assess applications to the CIF the Community Board Members shall at all times give due consideration to:

    (a) The Coast Community Board Standing Orders on the matter of financial conflicts of interest:

19.7 Financial Conflicts of Interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.
Neither the Chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

AND (b) The Ōpōtiki District Council Code of Conduct in regard to Conflicts of Interest:

19.8 Conflicts of Interest

Elected Members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest.

Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a Member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive immediately. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the Council. Failure to observe these requirements could also leave the Elected Member open to prosecution (see Appendix A). In the event of a conviction, Elected Members can be ousted from office.

15. **To meet the Council's Transparency and Accountability Requirements**:
    (i) 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.
    (ii) Where applicable (e.g. where items are purchased) receipts and/or written quotes shall be provided to Council.

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 one 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 and provide photos.
- ☐ 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			
	(Print name of contact person/applicant)		(Print name of parent/guardian for applicants under 16 years of age)
Signed:		Signed:	
	(Applicant or organisation's contact person)		(Parent/guardians signature for applicants under 16 years of age)
Date:		Date:	