

Community and Affordable Housing Seed Fund Application Form 2024

Form Preview

Contact Details

* indicates a required field

Primary contact person

Name *

First Name

Last Name

Role within business/ organisation *

Email *

Must be an email address.

Best daytime contact number: *

Secondary contact person

Name *

First Name

Last Name

Role within business/ organisation *

Email *

Must be an email address.

Best daytime contact number: *

Further details

Have you discussed your project proposal with the Council's Housing Team? *

- Yes
- No

If you / or your organisation have received any funding from Kāpiti Coast District Council in the last 2 years, please provide summary details below

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Organisation Details

* indicates a required field

Organisation details

Name of organisation *

Organisation Name

- Definition of organisation includes groups, and Project Teams

Please describe your organisation's status. For example, are you a Trust, Incorporated society, Community Housing Provider (CHP), project team, business, individual, or other? *

Word count:

Max 100 words.

If you are a Registered Charity, please provide your details using the "Lookup" in the box below:

NZ Charity Registration Number (CRN) - (if applicable)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

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Must be formatted correctly.

If you have a New Zealand Business Number (NZBN), please provide it using the "Lookup" in the box below.

NZBN (if applicable)

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

GST number (if registered)

Organisation Street or Physical Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Postal Address

Address

Only answer if different to above address

Organisation Primary Email *

Must be an email address.

Organisation Primary Phone Number *

Must be a New Zealand phone number.

Website (if applicable)

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Must be a URL.

Organisation Overview

Briefly describe the purpose, size, and main services or activities of your organisation *

Word count:
Max 300 words.

How long have you been operating? *

What is, or would be, your main source of funding for your organisation as a whole?

What is, or would be, your governance structure? *

Word count:
Max. 300 words. For example, what is your decision-making and operating structure?

What other groups or organisation do you, or would you, work with?

Experience in Housing Provision

What is your experience in housing provision? *

- currently operating in housing provision
- not currently operating in housing provision, but intend to in the future

Briefly describe your experience in provision of community and/or affordable housing. *

Word count:
Max 300 words

List any relevant policy, processes and accreditation, that your organisation has in relation to housing provision *

Word count:

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Max 300 words

Alignment with Fund Objectives

* indicates a required field

Alignment with Kāpiti Coast District Council Housing Strategy (2022)

Briefly describe how the proposed project approach aligns with the Housing Strategy vision and principles (Refer p.17-18 of the Strategy) *

Max 300 words. Refer to the Housing Strategy Principles (as described on p.17-18 of the Strategy).

To which of the housing objectives will your proposed project contribute? *

- HEALTHY & AFFORDABLE - There is a range of healthy and affordable homes for all Kāpiti residents.
- WELL-FUNCTIONING - There is a well-functioning housing continuum in Kāpiti that is responsive to emerging challenges and opportunities to meet the needs and aspirations of residents.
- TYPE & VARIETY - There is a range of housing types to support community wellbeing (specifically, quality medium density and suitable Māori housing).
- RESILIENCE & SUSTAINABILITY - Housing contributes to places that are connected, resilient, environmentally sustainable, safe and inclusive.
- MĀORI HOUSING - Whai Kāinga Whai Oranga: Iwi solutions for whānau and hapū to live and prosper.

Refer to the Housing Strategy Objectives (as described on p.21-23 of the Strategy).

Please describe how your project will contribute to the objectives you have chosen from the list above: *

Word count:

Max 200 words

What specific housing need or action does your project address?

Please choose the descriptions that best describe the project *

- Investigates cost-effective housing delivery models to ensure sustainable provision of housing options for local communities
- Offers mixed housing models, such as community housing provision, affordable rentals or future home ownership, or social housing
- Provides equitable access to affordable rentals and home ownership solutions
- Promotes more efficient use of existing housing stock
- Increases the type and variety of housing options
- Contributes to increasing Māori housing supply or supports mana whenua vision and priorities.
- Housing solutions designed for needs of specific occupants
- Other:

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Tick all that apply

Project Benefits

* indicates a required field

Community need and targeted benefits

We are interested in how you identified community need, and how your project addresses that need.

Please describe the community needs addressed by your proposal, and how it will improve community and / or affordable housing outcomes for Kāpiti: *

Word count:

Max 200 words. In what ways will your project benefit the identified community?

Describe which community, or communities, would benefit from your initiative? *

- Ōtaki Beach
- Ōtaki
- Ōtaki Forks, Te Horo, Peka Peka
- Waikanae Beach
- Waikanae
- Paraparaumu Beach
- Paraparaumu
- Paraparaumu Central
- Raumati
- Raumati South
- Paekākāriki
- District wide

Te Tiriti o Waitangi

How does your organisation and/or your proposal reflect Te Tiriti o Waitangi?

Word count:

Max. 200 words

Climate considerations

Briefly describe how your project considers climate issues and is designed to minimise climate impacts?

Word count:

Max 200 words

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Project Details

* indicates a required field

Project overview

Project Title *

Provide a brief project overview *

Word count:
Max 500 words

What stage is your project currently at? *

- Early-stage: e.g. scoping, investigation, modelling, cost-benefit studies, etc
- Initiation e.g. Progression of early-stage housing projects, including site identification, feasibility studies, etc
- Delivery: e.g. Scaling up of existing housing projects, etc
- Other:

Site Details (if relevant)

Has a specific site has been identified for the proposed project?

- Yes
- No
- Not applicable
- Other:

If 'Yes', have you investigated the site requirements in relation to the Operative District Plan 2021?

Please provide site details below (Optional):

If site details are provided, Council staff will then assess the likelihood that the proposed use could become a permitted activity.

Project aims and goals

What are your project aims and goals? *

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Word count:

Max 300 words. Include your main area of focus.

What are the desired outcomes for this project?

Max 200 words

Project Delivery

When do you expect your project to commence? *

Provide an outline of how your project will be developed, delivered and managed *

Max 300 words. OPTIONAL: To further support your proposal, go to Section 8 (Submission) of the application form to upload a project plan.

Please provide a project timeline *

Word count:

Max 300 words. List key tasks and timeframes for each deliverable

Assurance of capability to deliver on the project proposal

Briefly describe the organisations' capability to deliver the project? *

Word count:

Max. 300 words. Provide relevant skills, experience and/or examples of completed or current projects

Briefly describe who will be in the Project Team *

Word count:

Max. 300 words. Provide overview of their skills and experience and time availability

Please describe any partnership or collaboration opportunities for this project

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Word count:

Max. 200 words. What other organisations or groups would you be working with to deliver this project?

Project monitoring and review

Project progress and success will need to be reported back to Council (during and after project completion). The success measures should be quantifiable, and able to be measured against the project aims and goals.

Provide an outline (or specific indicators) of how success will be measured in relation to the stated project aims and goals *

Word count:

Max. 300 words. What success measures could the project quantify, and include when reporting back to Council? This also includes reporting on associated project expenditure.

Project outcomes

We are interested in how the project will continue to support better housing outcomes, or offer other benefits, to the Kāpiti Coast District once the grant funding has ended.

How will the project continue to support better housing outcomes or offer benefits to the Kāpiti Coast District? *

Word count:

Max 200 words.

If this project is one phase of a multi-stage project, have you identified potential sources of funding for the remaining stages? If so, please describe.

Word count:

Max. 200 Words. Answer if relevant. For example, considering project phasing, ongoing delivery, and partnership or investment opportunities.

Health and Safety

How will Health and Safety considerations for this project be identified, assessed and managed? *

Please discuss this question with Council's Housing Advisor if you are unsure.

Project Budget

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* indicates a required field

What is the approximate total cost of your project?

Total Project Cost (ex. GST) *

Must be a dollar amount.

What is the total budgeted cost (ex. GST) of your project?

How much funding are you seeking from Council?

Total amount requested (ex. GST) *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

If you are not applying for the full project cost, then how will any remaining project costs will be funded? *

What will you, your organisation or others plan to contribute to the cost of your initiative? This may include: volunteer labour, donated materials, donated professional services, support or grants from other funders or your own cash reserves.

Have you asked any other funding organisation for a grant for the same purpose?

*

- No
 Yes

If 'Yes', Please provide the name of the funding organisation, amount requested and status of the application (Pending / Approved/ Declined).

Estimated project costs:

Please provide a breakdown of the items you want the grant to pay for:

Expense	\$ Cost	Provide any quotes where relevant
		Indicate attachment
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

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Financial accountability

* indicates a required field

Value for money

This grant is derived from public money. Therefore, projects that are funded must use appropriate processes so that the costs incurred are reasonable and transparent.

This is a contestable fund. How does your project offer value for money?

Word count:
Max 300 words.

What finance and business practices will you use to ensure that any awarded funds are managed appropriately? *

Word count:
Max. 300 words. For example, accounting, governance, procurement, decision making, risk management, etc.

Submission

* indicates a required field

Who, as key decision making representative of your organisation, has sponsored this application? *

Please provide their name and role.

Proof of identity

1. Proof of an entity, such as Certificate of Incorporation, etc.
2. Bank Account Details for the organisation or project bank account (eg. Deposit slip requiring multiple signatories)

Proof of identity documents *

Attach a file:

Conflicts and Disclosure

The Council website contains a link to Terms and Conditions for the Fund. This includes a question on Conflict of Interest (Section 6) and disclosure of funding sources.

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Please provide detail of any potential conflict of interest *

For example, whether any KCDC employee or Councillor, or their immediate family have any interest or involvement in the project, and any other matters that may compromise KCDC's ability to make a decision or that may bring the process into disrepute. Failure to disclose a conflict will result in immediate termination of an application or Grant Agreement.

Declaration *

- We confirm that I/we have read and accept the terms and conditions of the fund outlined in the Community and Affordable Housing Seed Fund Guidelines.
- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.
- We have obtained the consent of the other contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.
- We have declared any Conflict of Interest in the application form
- We consent that Kāpiti Coast District Council can publicise and report on the awarding of the Funding, including the Recipient's and any of its subcontractor's names, the amount of the Funding and a brief description of the project or activities on websites and in media releases, general announcements and annual reports.
- If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to Council.
- If successful, we consent to provide reporting and evaluation activities related to the activities proposed in this application.

Submission Checklist

Please upload any relevant documents to support your proposal.

- Project plan and timeline showing deliverables and deadlines
- Proof of relevant accreditation related to housing provision
- Project budget showing received and projected income, detailed expenses
- Competitive quotes, if requesting funding for operational costs, at least two per item
- Other:

Upload any of the above documentation that has not already been attached to this application.

Attach a file:

Submitting applications

Applications close on **Sunday 6 October*** 2024, at 11.59pm. *(was 29 September 2024)*

You can submit your application directly through the SmartyGrants portal.

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

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Once you have reviewed your application you can submit it by clicking on '**Submit**' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors..

Or you can deliver the completed application forms by: **Email to:**

housingseedfund@kapiticoast.govt.nz

OR

Post to:

Community and Affordable Housing Seed Fund c/- Housing Programme Team Kāpiti Coast District Council 175 Rimu Road Private Bag 60601 Paraparaumu 5254

OR

Hand deliver to the above address or any Kāpiti Coast District Council Service Centre.