

# RAUMATI COMMUNITY BOARD VISION RAUMATI GRANT APPLICATION FORM

## Criteria for Vision Raumati Grants

The purpose of the Raumati Community Board's Vision Raumati Grant is to provide financial assistance for projects or activities that sustainably enhance the Raumati community, that implement or develop a vision and will be implemented within 12 months of receipt of funding.

### Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Raumati area.
2. Eligible organisations/individuals include those that provide cultural, sports, environmental, or social services to the Raumati areas.
3. Eligible organisations/individuals must be able to demonstrate community membership, the ability to manage and implement grant funding and organisations must be able to demonstrate an established governance structure.
4. Eligible organisations must provide their most recent financial statements and a copy of a resolution noting the decision to apply for funding.

### Criteria

1. The activity must be non-profit making.
2. The applicant should demonstrate that the funding will be used to implement or develop a vision for Raumati.
3. The applicant should show how this funding would be used to catalyse further funding to further support, expand, and sustain the activity beyond the initial project period.
4. The applicant, whether an individual or an organisation, should be based in Raumati.
5. The applicant must use the financial assistance for its activities in the Raumati community. The Board may consider financial assistance for events or activities occurring outside the Raumati community where it is shown the Raumati community will benefit significantly.
6. The applicant has not received Vision Raumati grant funding in the last 24 months.
7. Only one application will be considered for any single event or project. Separate individual member applications will not be eligible.

Please note: All applications must have full documentation to support their application.

### Eligible Purposes:

1. A project that develops a Vision for Raumati, however big or small;
2. Unique or infrequent project or activity;
3. Special project or activity;
4. Meritorious project or activity;

### Ineligible Purposes

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses.

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## Maximum Grant

The maximum grant payable is **\$5000**.

## Accountability

Applicants are required to provide written confirmation that the money was spent for the purpose granted within 2 months of completion of the activity.

This will include a financial report detailing how the funds were spent, details of other funds mobilised for the activity, a detailed account of the activity including photos, the benefits accrued to the Raumati community and plans for the ongoing sustainability of the project. The applicant shall provide further information should the Raumati Community Board request them to do so.

The Raumati Community Board requires all monies that are not used for the purpose applied for to be returned to the Vision Raumati Fund.

Failure to complete the required accountability reporting will exclude the applicant from any future application.

## Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

***The above conditions and criteria do not preclude the Raumati Community Board from considering any application at its discretion.***

## Applications are to be addressed to:

Governance Team  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

or

[governance@kapiticoast.govt.nz](mailto:governance@kapiticoast.govt.nz)

**Please Note:** Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Raumati Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

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**Applicant Details**

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

Organisation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Detail your vision for Raumati - why do you need this funding?** *(Please attach further information that will help your application)*

**When do you need it? (Start date)** \_\_\_\_\_

**What are the expected benefits to you (the applicant)?**

**How can you demonstrate the benefits to the Raumati area as a result of providing you with this grant?**

**Costs** *(travel, accommodation, etc.)*  
*(Where possible please provide written quotes)*

**Income** *(fundraising, grants, saving, etc.)*

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

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How much are you applying for? Total \$ \_\_\_\_\_

Are you GST Registered? Yes / No

*(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)*

**How will this funding be used to source further funding to support, expand and sustain the activity beyond the initial project period?**

**What other funds have been sought for this project/activity? (Please list)**

**Have you received any grants from the Raumati Community Board in the past 3 years? (Please list)**

## Declaration

*I certify that the information provided above is accurate:*

Signature: .....

Date: .....

**Send application and supporting documentation to:**

Governance Team  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

OR

[governance@kapiticoast.govt.nz](mailto:governance@kapiticoast.govt.nz)

## Please attach:

- ✓ **A bank deposit slip, for direct credit payment if application is successful**
- ✓ **For organisations, recent financial statements and a copy of a resolution noting the decision to apply for funding**
- ✓ **Any other supporting information that will help your application (maximum of five pages)**