

Community Grant Scheme: Application Form

Grants of up to \$2,000 are available for the 2025/26 year to support community-based projects, programmes and events that contribute to achieving positive social outcomes for people living in the Kāpiti Coast District.

Applications are assessed against the criteria by a Council officer, and eligible applicants will be invited to speak to their application at the Grants Allocation Committee meeting. A Council officer will allocate a timeslot for this.

The final decision on allocation of funding is made by the Grants Allocation Committee members.

How to apply

Applications open 17 March 2025. Applications must be received by 5pm, 16 April 2025.

Before you spend time on/submit your proposal:

- please read the Guidelines below about eligibility and funding criteria to ensure you are applying for the right fund.

Send this application form to:

- communitygrants@kapiticoast.govt.nz
- post: 175 Rimu Road, Paraparaumu 5032, New Zealand

Eligible applicants will have the opportunity to present in support of their application to the Grants Allocation Committee on **29 April 2025**.

Guidelines – Eligibility and funding criteria

Who is eligible?

Any organisation or group applying for the grant must;

- be not-for-profit and/or must not make a profit from the project.
- provide a local service that contributes to community wellbeing and development.
- be responsive to an identified need.

Criteria

The Community Grant will be designated to the purpose of one or more of the following outcomes:

- building resilient, sustainable communities
- encouraging greater community participation
- improving the quality of life of the participants
- working in partnership with a range of community groups, including iwi/hapū

Funds can be used for:

- new programmes, projects or events
- improvements or enhancements to existing programmes
- skill development of programme participants
- training needs of workers
- publicity or education material directly related to the aim of the programme
- equipment which is necessary to achieve the outcomes of the programme, specified in the application
- transport services where some disability is involved
- administration costs to support a community-led or social service for community benefit.

Funds **cannot** be used for:

- purposes that do not directly relate to the social activity/programme or event outlined in the application
- projects and events where sports, fitness, leisure and arts activities are the primary purpose of the organisation or group
- significant capital expenditure and infrastructure costs (ie, buildings and facility

improvements) that are subject to depreciation

- ongoing costs where the applicant is not meeting any of the costs
- rent, subscriptions or wages not directly related to the project, programme or event
- travel expenses
- debt servicing
- project or programmes that have already occurred
- catering and alcohol costs.

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Name of organisation:

Postal address:

Primary contact person:

Daytime contact number:

Email:

Secondary contact person:

Daytime contact number:

Email:

GST Number (if applicable)

Briefly describe the type(s) of social services your organisation provides to the community.

Number of Kāpiti residents in the past year that have accessed your organisations services/programmes?

- fewer than 10
- between 10 and 50
- between 50 and 100
- more than 100

Over the past year have the people that access your programme/services;

- Increased
- Decreased
- No change

Which area(s) do you service?

- Paekākāriki
- Raumati
- Paraparaumu
- Waikanae
- Ōtaki

Age range(s) of the people who your services/programmes;

- Preschool 0-5
- School age 5-12
- Youth/young adults 13-24
- Adults 25-64
- Seniors 65+

Ethnicities of the people who your services/programmes;

- Asian
- Māori
- Middle Eastern/Latin American/African
- NZ European/Pākeha
- Pacific Peoples
- Other – please specify _____
- Unknown

Activity/Project details and benefits

Total amount requested:
(must be a dollar amount and no more than \$2000)

Project/Activity Title:

e.g. Volunteer training, Tree Planting in Schools, Administration Costs Assistance

Is this a new or ongoing activity/project?

- New
- Ongoing

Briefly describe the activity or project for which this application is being made:

What are you wanting to do?

Briefly describe the benefit of this activity/project to the community?

Have you considered how you might reduce carbon emissions associated with this activity/project?

- Yes
- No

If Yes, are there ways in which you might be able to reduce the environmental impact, including carbon emissions, for the project you are applying for funding for?

(Please note that your answer will not affect your eligibility to apply for funding through this grant)

If No, would you like someone from our Climate Change team to contact you to discuss any practical steps your activity/project may be able to implement?

- Yes
- No

Financial information

Financial details

- If your GST registered, please do not include GST in these costs.
- Round all figures to the nearest dollar.
- Attach quotes and supporting documentation.
- Your organisation must make a financial contribution to the project.

Budget

Income	Amount
How will your group contribute financially to the project e.g current contracts, grants (successful or proposed), sponsorship, fundraising, cash savings, other?	<i>e.g., \$300</i>
Total Income	

Project costs	Amount
List all the project costs and make sure these are allowable under the criteria.	e.g., \$300
Total Costs	

Supporting Information.

- Please attach a current statement of income and expenditure for your organisation.
- Please attach relevant quotes and other supporting information.

What will you do if you cannot raise all the money required?

Other funders

Have you applied for any other funding for this activity/project?

- Yes
- No

If yes, please provide details below. Include any other KCDC (Kāpiti Coast District Council) funds.

Date applied <small>Must be a valid date</small>	Organisation and Fund <small>Please include organisation name and fund name.</small>	Amount <small>\$</small>	Outcome <small>Successful, Unsuccessful, Pending</small>

Previous funders

Have you received funds from any organisation, including KCDC, in the last 2 years?

Yes

No

If yes, please provide details below.

Date received <small>Must be a valid date</small>	Organisation and Fund <small>Please include organisation name and fund name.</small>	Amount <small>\$</small>	Project <small>What activity/project was funded?</small>

Declaration

Declaration

- 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 the assessment of this scheme.
- 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.
- 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.

I have read and agree to all the terms and conditions

Signed:

Position:

Date: