

# Hibiscus and Bays Local Board Facility Grant from for 2022 onwards

## Form Preview

### Welcome / He mihi

#### **Hibiscus and Bays Local Board Facilities Grant**

Hibiscus and Bays Local Board wants our community to have access to quality community facilities so people can lead active and healthy lives.

One of the ways we can do this is by assisting sport and recreation clubs, arts and culture groups and community organisations to improve or develop new facilities to meet community needs.

#### **Purpose of the fund**

It provides funding to assist in the development or renovation of community facilities. Types of projects funded by this grant scheme include:

- needs assessments,
- feasibility studies,
- investigation and design and
- small building works (lower priority)

#### **Who can apply?**

- sport and recreation,
- arts or
- community facilities

based within the Hibiscus and Bays Local Board area.

**All applications must be completed online using this application form via the Auckland Council website.**

### Information required for application

#### **The following information will be required:**

##### **About the project**

- the cost of your proposed project (you will need to supply at least 1 quote)
- the expected number of additional users/participants once the project is complete
- are there partners involved? (ie another club, school or sporting organisation)
- whether your club/organisation is willing to share facilities with other groups
- whether any funding has been secured to date
- when the project is expected to begin

##### **About the applicant**

- the number of existing members, or participants who use the facility, including the number of:
  - adults over 18 years
  - children/juniors under 18 years

#### **Other information required**

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- financial statements for the last two years
- project budget
- copy of the club/organisation's lease and proof of land owner approval (if requesting funds for facility development on Council land)

## Applicant contact details

\* indicates a required field

### Organisation/Club Name \*

Organisation Name

### Physical Address \*

Address

  

Suburb      Town/  
City      Postcode

            

Must be a New Zealand postcode.

### Postal address (if different from your physical address)

☐ Yes

☐ No

If yes, please complete below

### Postal Address

Address

  

Suburb      Town/  
City      Postcode

            

### Website (if applicable)

Must be a URL.

### Contact person's name \*

Title      First Name      Last Name

            

### Contact person's position \*

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**Contact person's mobile phone number \***

**Contact person's email \***

Must be an email address.

## Organisation/club details

\* indicates a required field

**What is the legal status of your organisation/group? \***

- ☐ Incorporated Society   ☐ Charitable Trust   ☐ Limited Liability Company   ☐ School   ☐ Maori Trust   ☐ Other   ☐ Informal group/ no legal structure

Tip: An informal group may also be a "not for profit community group."

☐ What is a legal structure?

*Having a legal structure means your organisation has its own legal identity, it can include:*

- *incorporated societies*
- *trusts registered under the Charitable Trusts Act 1957*
- *companies with charitable purposes / social enterprises*
- *school board of trustees*
- *Māori trust boards.*

If you are unsure please contact a grants advisor at [communityfunding@aucklandcouncil.govt.nz](mailto:communityfunding@aucklandcouncil.govt.nz). or phone us on 09 301 0101

**Please indicate which category your application falls into: \***

- ☐ Applying for up to \$1,000   ☐ Applying for \$1,001 and over

Applicants with no formal legal structure may apply for grants up to \$1,000 without the need to nominate an umbrella organisation.

**Applicants with no formal legal structure seeking grants over \$1,001 need to either:**

**Select one option below \***

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☐ Nominate an umbrella organisation (which has agreed to receive and administer the grant on your behalf) - the umbrella organisation will be legally accountable to Auckland Council for the expenditure of the grant

☐ Agree to have funds released via reimbursement after the project accountability has been satisfactorily completed

If you are unsure, check with a Community Grants Advisor 09 301 0101 | [communityfunding@aucklandcouncil.govt.nz](mailto:communityfunding@aucklandcouncil.govt.nz)

### What registration numbers apply to your organisation?

(Please provide all applicable numbers)

#### New Zealand Companies Office incorporated society number

Must be a number.

Must be a number

Please click [here](#) to visit the Societies and Trusts website

#### Charities NZ Registration

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

Must be formatted correctly.

#### NZ Companies Register

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
--

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NZBN

Entity Name

Registration Date

Entity Status

Entity Type

Registered Address

Office Address

Must be formatted correctly.  
Companies Register number

## Membership details

**Please state the total number of members or users that actively make use of your facility (over a 1 year period). \***

**Please state the number of active members/users over the age of 18 years. \***

**Please state the number of active members/users under the age of 18 years. \***

**Over the last three years, please indicate the club/organisation membership/participation trend. \***

- ☐ Participation has increased
- ☐ Participation has decreased
- ☐ Participation has stayed the same

## Umbrella Organisation Details / Ngā kōrero mō tō Rōpū Matua

\* indicates a required field

**Name of your Umbrella Organisation \***

Organisation Name

**Postal Address**

Address

  

Must be a New Zealand postcode

Please click [here](#) for the postcode finder website

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### Contact person \*

First Name

Last Name

### Position in organisation \*

### Daytime contact number \*

Must be a New Zealand phone number.

### Email address \*

Must be an email address.

### What is the legal status of your umbrella organisation

☐ Incorporated society ☐ Charitable trust ☐ Limited liability company

### New Zealand Companies office incorporated society number

Must be a number.

Please click [here](#) to visit the Societies and Trusts website

### Charities NZ Registration

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	

Must be formatted correctly.

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### NZ Companies Register

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.

## Project Details / Ngā pārongo mahinga

\* indicates a required field

### Project location and details

**Is your proposed project for a facility which is Council owned? \***

☐ Yes ☐ No

If 'Yes,' please note that applications are not accepted for buildings which are Council owned.

**Is your proposed project for a facility on Council land? \***

☐ Yes ☐ No

If your proposed project is on Council land, you will need to upload a copy of your lease agreement in the supporting documents section. Additionally, please ensure you have begun the landowner approval process if necessary.

**Project Title \***

**Describe your project in a few sentences. Please include what it is you request funding for and a description of the overall redevelopment/renovation project. \***

Up to 300 words

**Please explain how you identified the need for this project. \***

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Up to 800 words

**Start date \***

Must be a date.

**End date \***

Must be a date.

### Partnership and collaboration

**Is your facility used by other groups, clubs or organisations? If so, please list. \***

**Is your club/organisation willing to share this facility with other groups? \***

☐ Yes ☐ No

**Are other clubs/organisations involved in developing or funding this project? \***

☐ Yes ☐ No

**If yes, please describe how other clubs/organisations are involved?**

i.e. planning, funding, development, volunteer work, etc.

### Impact on participation

**Once the project is completed, will it lead to an increase in participation within your organisation? \***

☐ Yes ☐ No

**If YES to the above, please estimate the expected number of additional members/participants who will benefit in the next three years as a result of completing this project.**

### Project budget

**\* indicates a required field**

### GST registration

**Are you GST registered? \***

☐ Yes ☐ No



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**If GST registered; please provide your GST number. \***

Must be a number.

Please provide all applicable numbers.

### Total cost

For the following questions:

- If you or your group are GST registered, please **do not** include GST in the amounts.
- If you or your group are **not** GST registered, please **do** include GST (where applicable) in the amounts.

**What is the total cost of this project? This refers only to the portion you are requesting funding for in this application. \***

Must be a dollar amount.

**What is the total cost of the overall project? This includes additional studies, tests or building works to complete the entire renovation/development.**

Must be a dollar amount.

**What is the amount you are requesting from the Hibiscus and Bays Local Board via this application: \***

Must be a dollar amount.

**How much is your organisation contributing to this project?**

Must be a dollar amount.

**Has any funding been secured to date? \***

☐ Yes

☐ No

Please provide the details in Table Two below.

### Table One: expenses/costs for the project

Please provide itemised costs for the proposed project. Only list items you want the local board to fund.

If you or your group are GST registered, please **do not** include GST in the amounts.

If you or your group are **not** GST registered, please **do** include GST (where applicable) in the amounts.

Please list item expenditure and description	Total cost of item	Amount of funding requested from the local board	Attach quote
	\$	\$	
	\$	\$	

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	\$	\$	
Ex. preparation of feasibility study: 10 hours @ \$30 p/h; design works; etc.	Must be a dollar amount	Must be a dollar amount.	

### Table two: funding sources for the project

This section tells us about any other funding that you hope to receive for this project, e.g. contestable funding from Foundation North, Department of Internal Affairs, Central Government contracts. Please include

- pending/approved funding requests
- applications made to other local boards
- the amount your organisation will contribute

Income	\$	Pending/approved
	\$	
	\$	
	\$	

### Budget Totals

Total Income Amount	Total expenditure amount	Income - expenditure	Total Amount Requested
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	Must be a dollar amount.	This number/amount is calculated.

**If only part of your project can be funded, how would you amend your project plan or make up the difference? \***

## Supporting documentation

\* indicates a required field

### Bank details

**Please provide bank account details: Proof of bank account may be one of these options: \***

- ☐ Bank deposit slip
- ☐ Certified bank statement (certified means bank details stamped and signed by the bank teller)

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☐ Print screen or image capture of an on-line bank statement confirming the bank account holder name and bank account number. This must include the bank logo and URL.

### **Bank account proof \***

Attach a file:

Attach ONE proof of bank account details

## Supporting Documents

### **Financial statements for the two most recent years \***

Attach a file:

### **Please upload minutes from your organisation or a letter from an officeholder authorising your application**

Attach a file:

### **Quote #2 for the proposed project (only if you have a competing quote)**

Attach a file:

### **Copy of your lease agreement if your facility is on Council land**

Attach a file:

### **Other supporting information**

Attach a file:

## Declaration and Privacy

\* indicates a required field

Note: Auckland Council reserves the right to subsequently decline an application or request a refund of a grant if any of the above information is found to be incorrect.

**I certify that to the best of our/my knowledge the information contained in this application is correct \***

☐ Yes

☐ No

**I confirm that any funds granted will only be used for the activity described in this application \***

☐ Yes

☐ No

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**I confirm that to the best of our/my knowledge I/we have no perceived , potential or actual conflict of interest in applying for or using any grant funding \***

☐ Yes

☐ No

For guidance on whether you have a perceived, potential or actual conflict as a result of applying for and using grant funding you should consider the following matters - if in doubt you should declare the conflict.

A conflict of interest could arise where you (the applicant) have a responsibility as a result of receiving council grant monies. This could affect another responsibility, duty or relationship you may also have.

For example

- If you are an Auckland Council employee/local board member or a councillor
- If your organisations committee or board member is an Auckland Council employee/local board member.
- Personal or family relationships that you have
  - with council employees
  - with council contractors
  - organisations or persons that you will procure services from with the grant monies
- Financial relationships
  - e.g. investments that you have in entities that you will procure services from with the grant monies
- Employment relationships or membership of clubs
  - e.g. you intend to procure services with the grant monies from your employer or a club you are a member of - who will benefit financially from the arrangement.

**If you have answered no to any of the above, please provide details below:**

Must be no more than 100 words

- **I/We understand that Auckland 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 understand that I/we have the right to have access to this information**
- **I/We undertake that I/we have obtained the consent of all people involved to provide these details.**

**I agree to the above disclosure conditions in respect of my application. \***

☐ Accept

☐ Decline

**Date: \***

Must be a date.

When your application is submitted you will receive an automatic confirmation email that the application has been received from Smartygrants. If you do not receive an email confirmation, please check to see if the email has been treated as "spam".

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### How did you find out about this fund? \*

- |  |  |                                    |                                     |
|--|--|------------------------------------|-------------------------------------|
| <input type="radio"/> Applied previously | <input type="radio"/> Council staff member | <input type="radio"/> Poster/flyer | <input type="radio"/> Word-of-mouth |
| <input type="radio"/> Council website    | <input type="radio"/> Local board member   | <input type="radio"/> Radio        | <input type="radio"/> Other:        |
| <input type="radio"/> Council mail-out   | <input type="radio"/> Local newspaper      | <input type="radio"/> Social media | <div></div>                         |

### Privacy

Any personal information that you provide in this form will be held and protected by Auckland Council in accordance with our [privacy policy](#) and with the Privacy Act 1993. Our privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.