

# Upper Harbour Local Board Facility Grant

## Form Preview

## Welcome / He mihi

### **Upper Harbour Local Board Facilities Grant**

Upper Harbour Local Board recognises the importance of quality community facilities in fostering a vibrant, connected, and resilient community.

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**

The Facilities Grant Programme provides funding to assist in the development, improvement, and renovation of community facilities that serve the Upper Harbour area.

- Projects must relate to the development or renovation of a facility that is available for community use. Examples include:• feasibility study• needs assessment• facility investigate and design• building projects and physical works such as building maintenance and repairs, construction and site development, building improvements• necessary construction and development reports and fees, such as engineering, geotechnical, architectural reports and project management fees (except for council administered reports such as building and resource consents)
- Projects must be publicly accessible and meet a clear community need
- Applicants must demonstrate that their project aligns with the priorities of the Upper Harbour Local Board Plan
- There is a preference for two quotes, where practical.

### **Who can apply?**

- Sport and Recreation Facilities
- Arts Facilities
- Community Facilities

**based within the Upper Harbour 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**



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### Contact person's name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Contact person's position \*

### 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    Registered Charity    School Trust    Maori Trust    Incorporated Society    Limited Liability Company    Informal group/ no legal structure    Other

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*
- *Charities that are registered with Charities Services*
- *Companies with charitable purposes / social enterprises*
- *School board of trustees*
- *Māori trust boards.*

If you are unsure please contact a grants advisor at [grants@aucklandcouncil.govt.nz](mailto:grants@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

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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 \***

- 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 | [grants@aucklandcouncil.govt.nz](mailto:grants@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

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Must be formatted correctly.

## NZ Companies Register (NZBN)

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.  
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

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## Postal Address

Address

  

Must be a New Zealand postcode

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

## 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

Registered Charity

## 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

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Street Address  
Postal Address  
Telephone  
Fax  
Email  
Website  
Date Registered

Must be formatted correctly.

## NZ Companies Register (NZBN)

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. \***

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Up to 300 words

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

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.**



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## Project budget

\* indicates a required field

### GST registration

**Are you GST registered? \***

Yes

No

**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 Upper Harbour 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

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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.

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

<b>Income</b>	<b>\$</b>	<b>Pending/approved</b>
	\$	
	\$	
	\$	

## Budget Totals

### Total Income Amount

\$

This number/amount is calculated.

### Total expenditure amount

\$

This number/amount is calculated.

### Income - expenditure

\$

Must be a dollar amount.

### Total Amount Requested

\$

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This number/amount is calculated.

**Total Income Amount**

\$

This number/amount is calculated.

**Total expenditure amount**

\$

This number/amount is calculated.

**Income - expenditure**

\$

Must be a dollar amount.

**Total Amount Requested**

\$

This number/amount is calculated.

**Total Income Amount**

\$

This number/amount is calculated.

**Total expenditure amount**

\$

This number/amount is calculated.

**Income - expenditure**

\$

Must be a dollar amount.

**Total Amount Requested**

\$

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

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**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)
- A letter from the bank on the bank's letterhead confirming the bank account holder name and bank account number
- 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  
make sure this includes bank holder's name, account number and is within 90 days

**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 (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.

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**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

**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

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**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".

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

- Applied previously     Council staff member     Poster/flyer     Word-of-mouth
- Council website     Local board member     Radio     Other:
- Council mail-out     Local newspaper     Social media

## 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 2020. 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.

A summary of the information in this application will be presented to the local board at a public workshop. Information includes the project seeking funding for, expected outcomes, the funding history of the applicant and costs applied for. The name of the applicant and legal status will be included, though addresses and contact details will not be.

The personal information collected in this application will be used to ensure we have points of contact for this application and to give the local board the best idea of what the project is trying to accomplish and what staff are involved.

A brief summary of this application may also be used for media releases. The accountability information may also be used in good news stories in the media, though this is voluntary and permission is asked on the accountability forms.

For an example of the details given you can find minutes and attachments at the [Auckland Council Agenda and Minutes page](#).

## What happens next?

The Auckland Council Grants team will spend the time from the round closing date until shortly before the decision date assessing your application. During this time we may send you questions about your application.

The local board members for the board you have applied to will then review your application and fund, partially fund or decline based on the priorities set for the board and the strength of your application compared to others in the round.

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After the decision date (found on the local board programme) you will receive an email within 5-10 business days from the decision date informing you of the outcome. This may also include some conditions, such as the funding may only be used towards certain parts of the project.

If you have used an umbrella group the funding will be paid to them and you will provide them with proof on what you need to purchase, then they will organise payment.

**Please hold on to any receipts, bank statements or other ways of showing the funding has been spent, as within two months after the end date of your project, you will need to complete an accountability form. This does not include unpaid invoices.**