



Performing Arts Fund

Application Form

Please read the application guidelines for criteria and closing date.

Application summary	
Full name of group	
Amount requested	
Project name	

Section 1: Applicant Details	
<i>Tell us about your group</i>	
Group's postal address	
Postcode	
Email	
Daytime phone number(s)	
<input type="checkbox"/> Please tick if you do not want your email address added to the WDC Community Services mailing list for occasional updates and newsletters from the Community Services team.	
Describe your group's service/activity	
Who are your group's main contact(s) for this application?	
Primary contact's name	
Position in group	
Email	
Daytime phone number(s)	
Second contact's name	
Position in group	
Email	
Daytime phone number(s)	

Section 2: Eligibility

Tell us about any other grants your group has previously received from Whangarei District Council (last three years only).




Year	Purpose	Amount \$	Project report returned?

Does your group have a legal status?

<input type="checkbox"/>	Yes, we are established as
<input type="checkbox"/>	An Incorporated Society
<input type="checkbox"/>	A Trust
<input type="checkbox"/>	Other legal entity e.g. Maori Trust Board <i>(Please specify)</i>

If you do not have a legal status you must apply under the umbrella of a group that does.

<input type="checkbox"/>	No, we are applying under the umbrella of:
	<i>Please have the umbrella group complete and sign the blue section over page and provide the necessary documents.</i>

-  **Attach** a copy of your Certificate of Incorporation or charitable registration.
-  **Attach** a copy of your most recent set of financial accounts.
-  **Attach** evidence of your bank account details. Note: If you are applying under an umbrella group, payment of the grant will be made only to that umbrella group.

Whangarei District Council

Performing Arts Fund Application Endorsement

Umbrella Group Endorsement

(The following section is to be completed by a member of the umbrella group's management team)

Contact person	
Position in the group	
Email	
Daytime phone number(s)	
<p>I confirm that our organisation is willing to support, and accept financial responsibility for any monies granted to</p> <p style="text-align: center;">..... <i>Applicant organisation</i></p> <p>for its project</p> <p style="text-align: center;">..... <i>Project name</i></p>	
Signature	
Date	
<ul style="list-style-type: none"> Attach a copy of the umbrella group's Certificate of Incorporation or charitable registration. Attach a copy of the umbrella group's most recent set of financial accounts. Attach evidence of umbrella group's bank account details. Note: Payment of the grant will be made only to the umbrella group. 	

Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

Name of project

When will this take place?

Where will this take place?

What is it that you want to do? Tell us about your project in full (*attach additional sheets if you wish*).

Who will benefit from your project and why?

Why should this project receive funding?

Section 4: Project Budget

Are you registered for GST?	<input type="checkbox"/>	No – your budget figures must <u>include</u> GST
	<input type="checkbox"/>	Yes – your budget figures must <u>exclude</u> GST
GST number		
Total project costs	Amount	Tick if
Include <u>all</u> your project costs. If there are specific costs you are seeking this funding for, tick these in the right hand column. <i>e.g. materials, venue hire, promotion, equipment hire, personnel costs</i>	\$	applying for
(A) Total cost	\$	

Attach quotes for all expenses (note GST requirement above).

Your contribution to the project	
	Amount
Project income <i>e.g. ticket sales 50 x \$10 = \$500</i>	\$
	\$
	\$
Other sources of income <i>e.g. other grants, donations, discounts on services, own contribution, existing funds, expected fundraising</i>	\$
	\$
	\$
	\$
	\$
	\$
(B) Total funds available	\$

Tell us about any other funding you have applied for or received <u>for this project</u> .			
Source of funding <i>e.g. Creative Communities Scheme, Foundation North, Oxford Trust</i>	\$ Amount requested	\$ Amount confirmed/ received	Is this confirmed for or conditional upon any particular budgeted expense? Please state.

Work out the amount of funding requested

The total cost (A) minus total funds available (B) will usually equal the amount requested (D) .	
A: Total cost of project	\$
B: Less total funds available	\$
C: Difference	\$
D: Amount requested	\$
If your group does not receive the full amount requested, how will you make up the difference?	

Section 6: Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within ten months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Subcommittee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

I will submit a Project Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications

I consent to the Whangarei District Council recording the personal contact details provided in this application, retaining and using this information to send me relevant Council information.

I undertake that I have obtained the consent of the group/organisation to provide these details.

I understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I am aware that I have the right to have access to this information held by Council.

This consent is given under the Privacy Act 1993.

Name	
Signature	
Position in Group	
Date	

Final check – make sure you have:

- Completed all sections and signed the declaration
- Checked that the budget balances and have accounted for GST
- Attached quotes
- Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- Attached your group's (and the umbrella group's) most recent set of financial accounts
- A copy of your group's (and the umbrella group's) Certificate of Incorporation or charitable registration

Community Funding

Feedback Form

To assist us in ensuring that your experience when obtaining information about and applying to Whangarei District Council's community funding is simple and successful, we would appreciate your feedback by answering the following questions:

1. How did you find out about the Performing Arts Fund?

<input type="checkbox"/> Whangarei Leader	<input type="checkbox"/> Council's website
<input type="checkbox"/> Council's Community Funding Officer	<input type="checkbox"/> Community noticeboard / newsletter
<input type="checkbox"/> Previously applied	<input type="checkbox"/> Other (<i>please specify</i>)

2. Have you visited the Funding and Grants page on Council's website?

Yes No

If Yes, how user friendly was it?

	1	2	3	4	5	
Poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Great

What could we change or do better?

3. Did you find this application form easy to understand and complete?

Yes No

What could we change or do better?

Thank you!