

22/23 Community Bike Fund Application Form

Form Preview

Welcome / He mihi

Before you start

Applications for the Bike Fund can be submitted up to **10pm 14 August 2022**. Note: Applicants will be notified of the outcome of their application by the end of September. Project delivery dates must be between October 2022 and June 2023.

Important - Please read the Auckland Transport [Community Bike Fund policy](#) before preparing your application form.

It is strongly recommended that all groups who are considering applying to the Community Bike Fund first contact AT staff for guidance on their application, before making a submission. Staff can be contacted at cyclingevents@at.govt.nz or 09 355 3553 for Active Modes Specialists.

This will tell you:

- whether you are able to apply for this grant
- what you need to know, to ensure your application best aligns with the grant
- which projects and costs are included or excluded from the grant
- what information you need to include in your application.

Please note, incomplete or unclear applications will not be considered

All required fields are marked with a red asterix.

If you have any queries regarding the Smartygrants application form please email communityfunding@aucklandcouncil.govt.nz or 09 301 0101 for a Grants Advisor

Contact Details / Ngā kōrero whakapā

* indicates a required field

Applicant

Please refer to the policy document ([Policy document](#)) for a list of groups who are and are not eligible to apply for this grant.

Organisation or group name *

Organisation Name

Address

Physical Address

*

Address

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* indicates a required field

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

Incorporated Society Charitable Trust Not for profit Community group with no legal status applying for up to \$1000 Community group with no legal status applying for above \$1000

Limited Liability companies are not eligible to apply for this grant

Please indicate which category your application falls into:

Applying to receive funds via reimbursement Applying to receive funds via Umbrella Organization

Applicants with no formal legal structure (individuals or groups who does not have its own legal identity eg: incorporated society) may apply for a grant up to \$1,000 without opting for an Umbrella Organisation. But if you are applying for above \$1,000, you have to opt for funds to be released either as reimbursement (i.e, funds will be released upon satisfactory completion of the project) or opt for an Umbrella Organization.

Your application requires an umbrella organisation

If your group has no legal status and applying for grant above \$1000, you will be required to use an 'umbrella organization' that does have legal status. They will receive the funds on your behalf. Permission in writing, from the umbrella organization and their bank account proof must be obtained before submitting your application.

For further details on using an umbrella organization, please refer to the [Policy document](#), Scope and Eligibility section.

What registration numbers apply to your organisation?

(Please provide all applicable numbers)

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

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Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Organisation objectives

Briefly describe your organisation or group, and what you do. *

Umbrella Organisation Details / Ngā kōrero mō tō Rōpū Matua

* indicates a required field

Name of your Umbrella Organisation *

Organisation Name

Umbrella organisation address *

Address

Suburb Town/
 City Postcode

Must be a New Zealand postcode

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

Contact person *

First Name

Last Name

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Position in organisation *

Daytime contact number *

Email address *

Please attach a letter of approval from the umbrella organisation *

Attach a file:

What is the legal status of your umbrella organisation *

Incorporated society

Charitable trust

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

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Project Details / Ngā pārongo mahinga

* indicates a required field

Your Project

Please complete the section below with details specific to the project for which you are applying for funding.

Project or event title *

Must be no more than 10 words

Project Description: Please describe the project (make sure you provide enough details so we know exactly what it is you plan to deliver). *

Word count:

Must be no more than 300 words.

Project location *

Note: only Auckland based projects will be considered. Refer to policy document for further details

What are the start and end dates for your project?

Start date *

The project start date should be no earlier than the decision date.

End date *

Note: Groups will be notified on the outcome of their application approximately four weeks from the grant closing date. Payment will be made to successful applicants approximately five weeks following the grant closing date, on receipt of the signed funding agreement. Groups must ensure the project for which they are seeking funding does not fall within this time, for the application to be considered. All projects must be completed by 30 June 2023.

Community benefits

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What are the community benefits of your project? *

Word count:

Must be no more than 200 words.

Below is a list of the aims of the Bike Fund. Tick aims that your project will meet:

*

- 1 - encourage and support people new to riding a bike
- 2 - further normalise cycling as a viable mode of transport
- 3 - showcase cycleways and shared paths to local people and the wider community
- 4 - increase cycle safety
- 5 - encourage community collaboration and partnerships via bikes
- 6 - encourage everyday journeys by bike
- 7 - empower groups to champion cycling within their community
- 8 - encourage cycling as a recreational activity
- 9 - support groups to consider how they can increase cycling within their community

At least 1 choice must be selected.

Please note, projects do not need to address all aims.

Describe how you will meet the aims you have ticked, in no more than one sentence each. *

Participants

What is the estimated number of people participating in this project? *

Who is your target audience?

How will you reach this target audience?

How will your group support cycling within the community, following the project you are seeking funding for? *

Word count:

Must be no more than 150 words.

Please explain and indicate an amount.

Health and safety

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Successful applicants may be required to send us their Health and Safety Plan, before payment can be made.

Do you have Health and Safety plan for your project or event? *

- Yes
 No

An appropriate health and safety plan for your project/event will identify any potential risk to staff, volunteers or members of the public and how to remove or minimise that risk.

Please explain why you do not have a health and safety plan *

Project Budget / Te tahua ā-kaupapa whakahaere

* indicates a required field

How much funding are you requesting in this application?

\$

Must be a dollar amount.

Groups can apply for funds between \$300 to \$5000.

Are you GST registered? *

- Yes No

What is your GST number? *

Must be a number.

Your Project Budget

Note: Please refer to the Bike Fund Policy document ([Policy Document](#)) for details on items that this grant will and will not fund. A reminder that the purchase of equipment, including bikes, is outside the scope of this grant. It is recommended that groups source and attach quotes to verify their expense item costs. For further details, please refer to the policy document or contact us.

Project costs

Please provide an overview of the project costs you are requesting this grant to cover. Applicants that are not GST registered need to provide budget figures that include GST. Applicants who are GST registered need to provide budget figures that exclude GST.

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Please list the items for your requested funding (e.g. venue hire, advertising costs)	Total cost of item	Attach quote
	\$	
	\$	
	\$	

Other contributions

Please detail any contributions to the project being made by your group, or other contributors (e.g. other grants, sponsorship, group's own cash reserves, volunteer labour etc).

Funding organisation or individual	Amount	Pending / approved
	\$	
	\$	

Supporting documentation / Ngā puka tautoko

* indicates a required field

Financial attachments

Applicant name must match the name on the bank account information supplied.

Proof of bank account number (must be one of the following):

- 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

Please attach proof of bank account details *

Attach a file:

The name on the bank account should match the applicant name.

Please attach proof of bank account details for the umbrella organisation *

Attach a file:

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Funding application checklist

- I have read and understand the AT Community Bike Fund policy document
- My project has a cycling focus
- My project takes place in the Auckland region
- I have spoken with an AT staff member to discuss my application

Note: successful applicants will meet with an assigned AT representative to discuss any support you may need to deliver your project. AT has a wealth of experience delivering community cycling initiatives and might be able to help you to enhance your project outcomes. At this meeting you will agree how you will work together and how you will keep AT informed with progress updates.

Declaration and privacy / Ngā whakīnga whai pānga me te noho tapu o ngā kōrero

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

- Yes No

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

- Yes No

I/We confirm that I/we will submit the accountability report and supporting paid invoices and receipts (GST exclusive) that applies to GST registered groups, by 30 June 2023. *

- Yes No

I/We 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 or Auckland Transport employee/local board member or a councillor

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- If your organisations committee or board member is an Auckland Council or Auckland Transport 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.**

*

Accept

Decline

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".

If you need assistance please contact the Community Grants Advisor at communityfunding@aucklandcouncil.govt.nz or phone 09 301 0101.

How did you hear about the AT Community Bike Fund?

How did you find out about this grant? *

Website

Local board member

Radio

Word-of-mouth

Mail-out

Local newspaper

Social media

Other:

Staff member

Poster/flyer

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.