26/27 Application Form
Form Preview

Welcome / He mihi

* indicates a required field

Important information

Please check which local board area you are in, read through the local board grant programme

All applications must be completed and submitted using this online application form.

If you have limited computer access, you can book a computer or librarian for one hour in one of Auckland's libraries. We recommend bring a memory stick with all required documents to the library.

Contact a grants advisor at communityfunding@aucklandcouncil.govt.nz or phone 09 301 0101 if you need advice on your application.

To find what local board area your project is taking place in please visit the local board finder tool.

This is the current board you are applying to

This field is read only.
The round this submission is in.

What local board are you applying for funding from? *

Please check that the previous two questions match. If they don't you are applying for the wrong grant. Please stop and find the correct grant as we cannot transfer them and you will not get funding.

Applicant details / Ngā kōrero whakapā mō te kaitono

* indicates a required field

What should we refer to your group as? *

○ Individual ○ Organisation

Organisation Name

Title | First Name | Last Name

If you are using an umbrella group to hold the funds, please don't use their name here. A future question will ask for this information.

To apply for a grant your group needs to either have a legal structure or follow certain conditions, such as the amount you apply for or using another group to manage the funds. you can find out more by selecting the Informal Group/ no legal structure option.

If you are using an umbrella organisation, please choose "informal group/no legal structure"

For any questions, please contact a grants advisor at grants@aucklandcouncil.govt.nz

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

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

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

Applicants with no formal legal structure (eg individuals or groups who are not an incorporated society) may apply for a grant up to $1,000 or have another group act as an umbrella.

Umbrella organisations are organisations with a formal legal structure that have agreed to receive and administer the grant on the applicant's behalf. You will need a letter from them saying they support this project, they will sign the funding agreement and hold onto the funds.

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 seeking grants over $1,001 need to either:

Select one option below *

○ Nominate an umbrella organisation who has agreed to receive the funding on your behalf - the umbrella organisation will be legally accountable to Auckland Council for the expenditure of the grant.

○ Reimbursement - Agree that you will provide receipts and information on how your project went before payment is released.

If you are unsure, or if you would like to learn more about nominating an umbrella organisation, please contact a grants advisor at communityfunding@aucklandcouncil.govt.nz. or phone us on 09 301 0101 |

Registration

* indicates a required field

Are you/your group GST registered? *

○ Yes ○ No

Auckland Council grants are not subject to GST, your GST status is required for our payment processing system.

What is your GST number? *

Must be a number.

What registration numbers apply to your organisation?(Please provide all applicable numbers)

Incorporated Societies and Charitable Trust have NZBNs. If you do not know it please check for it at the link below:Search the Incorporated Societies RegisterSearch the Charitable Trusts Register

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

Please click here to visit the Charities Register 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

Please click here to visit the Societies and Trusts website

New Zealand Companies Office incorporated society number *

Must be a number.

What activities or services do you/ your organisation provide? *

Word count:
Must be no more than 200 words.
This should be a general overview of your group and does not need to be specific to this project.

Contact Details / Ngā kōrero whakapā

* indicates a required field

What is the physical address of your group? *
Address

Address Line 1, Suburb, Town/City, and Postcode are required.
Must be a New Zealand postcode

Contact details

When we contact you, we will use the email of the person filling out this application and often include the two contacts below.

This needs to be two different people.

Funding Representative *
First Name | Last Name

This person will receive the funding agreement and be listed as the contact. Please ensure they are available for contact.

Project Signatory *
First Name | Last Name

This person will sign the funding agreement, please ensure they have financial authority in your group.

Position held in organisation (if applying as an organisation) *

Position held in organisation (if applying as an organisation) *

Contact Number *

Contact Number *

Email address *

Email address *

Umbrella Organisation Details / Ngā kōrero mō tō Rōpū Matua

* indicates a required field

Name of your Umbrella Organisation *
Organisation Name

Umbrella Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

Contact person *
First Name Last Name

Position in organisation *

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 ○ Limited liability company
Your umbrella group must have a legal structure

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

Incorporated Societies and Charitable Trust have NZBNs. If you do not know it please check for it at the link below: Search the Incorporated Societies Register Search the Charitable Trusts Register

Incorporated society number *

Must be a number.

Project Details / Ngā pārongo mahinga

* indicates a required field

Project title *

This should give an idea of what you are hoping to accomplish.

Where will your project take place? *

This means the building name, street address, location of event or venue where the project will happen.

Please describe what and why you are seeking funding for in three to four sentences *

This should focus only on what you are applying for, not other work you/your organisation does. Please be clear on what the project is doing, not expected outcomes or frameworks surrounding the project.

What expertise do you/your organisation have in delivering similar projects? *

Has your group ran similar projects to this before? How often and how successful were they?

What are the benefits of your project to the community or environment? *

Include how the wider community can access your project

Does your project involve construction or renovation? *
○ Yes ○ No

Does your project involve planting? *
○ Yes ○ No

Does your project involve a Historic heritage site, building, tree or object? *
○ Yes ○ No

Does your project focus on arts and culture?
○ Yes ○ No
Arts and culture includes performing arts (dance, theatre and music), visual arts, literature, film, and cultural traditions (e.g. weaving and carving).

Is your project an event? *
○ Yes ○ No

An Event is if your project:

- *is for more than 150 people*
- *will be on any public open space like a park, road or the water*
- *is a commercial activity*
- *could cause damage to public property, the environment or surrounding roads in any way*
- *will involve alcohol, excessive noise, pyrotechnics or fireworks*
- *will generate any form of waste*
- *will put the public and their safety at risk (the event organiser must take out public liability Insurance)*
- *needs power and vehicle access*
- *has food stalls or vendors (including catering or food trucks)*
- *will have large structures like bouncy castles, stages, marquees or signage. You may need building consent - see Other permits and licenses you may need to check.*

*Please ensure Elected Members are **invited** to the event, should your project is funded by Local Board.*

Do you have an event permit? *
○ Yes ○ No

Correct permits are required to be funded.You can get an event permit here

Who owns the land you will be working on? *

○ You/Your group ○ Auckland Council ○ Public land not owned by Auckland Council ○ Other:

Who will be responsible for managing and maintaining the project when it's completed?

○ You/Your organisation ○ Auckland Council ○ Other:

Please note: If your project involves modifying a council-owned building or acquiring an asset you expect council to take ownership of, please speak with your council contact before proceeding with the application, as community grants is *NOT* the right funding stream for types of projects.

Please provide proof of your authority to carry out the project, for example:

- Approval from the landowner if the land/facility is not owned by you/your organisation
- A leasing agreement confirming your responsibility
- A proof showing ownership of the land or facility

Please attach proof you are allowed to work on this land *

Attach a file:

Useful links:

- If you are intended to deliver capital/facilities work on council land, please check Landowner Approvals
- If you are intended to install artwork in public, please check Auckland Public Art / He Kohinga Toi website

Please upload your council lease agreement if you are undertaking building works or maintenance. *

Attach a file:

What are the start and end dates for your project?

If your project starts before the "Project to Occur After" date found on the Local Board Grant programme for the board you are applying to, your grant may be rejected or the amount funded reduced. Payment will not happen until this date.

The end date should give a time when the money granted has been spent. Don't worry about the actual end if it is an ongoing project. You will be asked for information on how your project went two months after this date.

Start date *

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

End date *

Must be a date.

Collaborating organisations or individuals

Will any other organisations or individuals be collaborating with you on this project, including volunteer groups? Please list them and their role.

Collaborating organisation/individual	Contribution to project

Project plan / Mahere mahinga

Please list the steps you will take for this project. *Eg. Marketing, purchasing goods, running workshop 1, running workshop 2, reporting*

Tasks - what will you do?	By when (date)?

Local Board Details / Ngā kōrero e hāngai ana ki tō Poari ā-Rohe

* indicates a required field

Albert-Eden Priorities

Select the main Albert Eden priority your project supports *

Aotea/ Great Barrier Priorities

Select main Aotea Great Barrier priority your project supports *

Devonport-Takapuna Priorities

Select the main Devonport/Takapuna priority your project supports *

Henderson-Massey Priorities

Select the main Henderson-Massey priority your project supports *

Hibiscus and Bays Priorities

Select the main priority your project supports *

Howick Priorities

Select the main Howick priority your project supports *

Kaipātiki Priorities

Select the main Kaipātiki priority your project supports *

Māngere-Otāhuhu Priorities

Select the main Māngere-Otāhuhu priority your project supports *

Manurewa Priorities

Select the main Manurewa priority your project supports *

Māungakiekie-Tāmaki Priorities

Select the main Māungakiekie Tāmaki priority your project supports *

Ōrakei Priorities

Select the main Ōrakei priority your project supports *

Ōtara-Papatoetoe Priorities

Select the main Ōtara-Papatoetoe priority your project supports *

Papakura Priorities

Select the main Papakura priority your project supports *

Puketāpapa Priorities

Select the main Puketāpapa priority your project supports *

Upper Harbour Priorities

Select the main Upper Harbour priority your project supports *

Waiheke Priorities

Select the main Waiheke priority your project supports *

Waitākere Ranges Priorities

Select the main Waitākere Ranges priority your project supports *

Waitematā Priorities

Select the main Waitematā priority your project supports *

Whau Priorities

Select the main Whau priority your project supports *

How does your project support the selected priority? *

Word count:

Specific Environment and Historic Heritage Project Information / He Kōrero Motuhake mō te Kaupapa ā-Taiao, ā-Taonga Tuku Iho

* indicates a required field

Is your proposed project: *
○ A continuation of previous work ○ A new initiative

Does your project have an existing management plan? *
○ Yes ○ No
e.g. conservation plan or restoration plan

Please attach existing management plan *
Attach a file:

Does any part of your project require a statutory consent e.g. resource or archaeological? *
○ Yes ○ No

Please provide current photos of your project site, if applicable.
Attach a file:

Please provide a plant list with details on species and quantity, if applicable.
Attach a file:

Please provide details of any current or planned future legal protection arrangements for the project site e.g. QEII, Nga Whenua Rahui, DoC or conservation covenants, or land management agreements

Historic Heritage applicants only

How is this building, site or object used? *

Must be no more than 100 words

Please attach photos of the heritage item. Other information such as drawings and historical photos that may assist in the understanding of the project should also be included *

Attach a file:

What are the heritage values of the building site or object? eg historical or cultural values *

How urgent are the works to avert severe deterioration of the heritage item? *

Is the heritage item accessible or visible to the public, and how do you intend to promote the project in the community? *

Consider if people can physically access the site, is access available year round or during events, what hours is the site open, is the site visible from the street.

Project Budget / Te tahua ā-kaupapa whakahaere

* indicates a required field

Each round may have a minimum and a maximum amount (investment approach) you can apply for. You can check the local board grant programme for these limits. Applications outside of these limits may result in reduced funding or being declined.

How much funding are you requesting in this application? *

$

Must be a dollar amount.
What is the total financial support you are requesting in this application?

Table one: expenses/costs for the project

Please provide costs for the items that you are requesting funding for from the local board, you must attach a quote or evidence of costs for each item requested for.

If this is for facilitator/ employee wage, pay slip/employment contract can also be considered as sufficient evidence of cost.

***Note**: Koha is a specific payment for cultural Māori events. Cash towards volunteers does not count as koha and cash payments in general are unlikely to be funded.*

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

	$	$	
	Must be a dollar amount.	Must be a dollar amount.	

If you are unable to provide quotes for any of the above costs, please explain why.

Quotes are required and not having any will make you less likely to be funded. If you cannot provide them please tell us above.

Table two: income source

This section is about any income you expect to receive for your initiative.

For example:

- If your organisation charges participants to attend the project or event, please tell us how much (e.g. ticket sales, vendor fee, sale of artwork...etc.)
- If you're applying for support with overall operating costs, please include any expected income for you/your organisation to deliver service. (e.g. membership, subscription, registration fee...etc.)

Please do not include funding requested through this application or from other funding organisations.

Income (e.g. 100 tickets @ $20 each, mo nthly membership from 20 people @ $5.0 0 each)	**Total Amount**
	$
Please seperate each cost out e.g. ticket sales one line and then art sales on the next	Must be a dollar amount.

Table three: other funding sources for the project/activity

This section tells us about any other funding that you hope to receive for this project/ activity, e.g. contestable funding from Foundation North, Department of Internal Affairs, Central Government contracts or other Auckland Council funding sources.

Funding organisation or in dividual	**Amount**	**Pending / approved**
	$	
	Must be a dollar amount.	

Volunteer numbers and time

Please detail the number of hours in volunteer time contributed to this project.

Note: Local Board funding is not part of the volunteer time.

Number of volunteers	Total number of volunteer hours

Funding summary

Confirmed or approved as at the time of filling out this application.

Total Expenditure Amount

$

This number/amount is calculated.
Total of table one

Total income amount

$

This number/amount is calculated.
Total of table two

Total other funding sources

$

This number/amount is calculated.
Total of table three

Total amount requested from other local board(s)

This number/amount is calculated.
Total amount requested from other local board(s)

How much are you/ your organisation contributing? (Excludes income from 'Table three') *

$

Must be a dollar amount.
e.g. $1,227.81

If the local board(s) is unable to fund this application, would your project still go ahead? *

○ Yes ○ No

If only part of your project can be funded, how would you amend your project plan? *

What is the minimum amount the local board(s) need to support for your project to proceed? *

$

Must be a dollar amount.

The application will be declined if the local board's available budget cannot support the minimum level of funding required for the project to go ahead.

Please ensure this is the actual minimum you will need for the best chance to get funding.

Please provide details on how you will publicly acknowledge the local board's contribution? *

Word count:
Must be no more than 120 words.

Demographics / Ngā tatau taupori

* indicates a required field

Participants

How many people will benefit from this project? *

This could be people attending an event, or benefiting from this project.

What percentage (%) of the participants are from the local board area?

Must be a number.

Other boards benefiting

If you are requesting funding, or your project will impact other board areas apart from the one you are currently applying to, please state below.

Local board benefiting	What percentage of the affected people are from this other area?	Amount requested from this board
	Must be a number.	Must be a dollar amount.

Māori Outcomes

Auckland Council provides funding for Māori and wider organisations to uplift Māori well-being and achieve better outcomes with Māori.

Will your project/activity target Māori or Māori outcomes? *
☐ Māori led - either a Māori organisation that is applying or Māori directed (came about as a request from Māori)

☐ Māori involvement in the design/concept
☐ Māori focus - tikanga (practices), mātauranga (knowledge), reo (language)
☐ Māori participation - Māori priority group, target group, high representation or Māori staff delivering
☐ No Māori outcomes identified

Maori outcomes include Maori events, Maori sculpture and public art or protection of Maori cultural heritage eg waahi tapu. Marae, Improving Maori social, economic, and cultural well-being. Uses matauranga and tikanga Maori and works with mana whenua or Maori organisations to produce shared outcomes.

Please explain how your project/activity will achieve the above Māori outcomes *

Word count:
Must be no more than 120 words.

To help council and local boards better understand who will benefit from this project, please indicate below who this is targeted at. This is for internal use only.

Are any ethnicities the focus of this project?
☐ European ☐ Māori ☐ Pacific Peoples ☐ Asian ☐ Middle Eastern ☐ Latin American ☐ African
Other

Please only include any ethnicities your project is doing extra work to support.

Please give details on how your project supports any genders, ages or ethnicities specifically

This should include any extra work you are doing to support specific groups.

Supporting documentation / Ngā puka tautoko

* indicates a required field

Financial attachments

All information must be less than 90 days old.

You can find the information we need on your bank information here.

The grant will be paid to this account if your application is successful. Please attach 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:

Please attach proof of bank account details for the umbrella organisation *
Attach a file:

Bank proof should be less than 90 days old.

Please attach a copy of your financial statements from the most recent financial year *
Attach a file:

This may include your annual report. The local board needs an idea of how much you make and spend in a year. The more recent, the more of a benefit this information will be.

Please upload minutes from your organisation or a letter from an officeholder authorising your application *
Attach a file:

Supporting project documentation

Do you have any other information to support your application?

Attach any supporting documents you feel might help us understand your project.
Attach a file:

Are you working with schools (of any age range) or early childhood education providers? *
○ Yes ○ No
Please select "Yes" if your project involves students or children, and/or delivered on a school/early childhood education site during operating hours.

If you are working with schools or early childhood education providers you must attach a letter of acceptance/agreement from each provider. *
Attach a file:

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

* indicates a required field

Declaration

- I/We certify that to the best of our/my knowledge the information contained in this application is correct
- I/We confirm that any funds granted will only be used for the activity described in this application
- I/We confirm that I/we will submit to the local board an accountability report and supporting paid invoices and receipts (GST exclusive) that applies to GST registered groups, within 60 days of the completion of my/our activity
- 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

I confirm the above is true *
○ Yes ○ No
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.

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.

Please explain why you have answered no *

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.

- **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

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.

Are you a first time applicant? *

○ Yes ○ No

Are you aware of any outstanding accountability reports from previous grant applications? *

You/your organisation may not receive funding if there is any outstanding accountability on record.

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.

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 money will be sent 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.