

# 21/22 Quick Response Application Form (West)

## Form Preview

### Welcome / He mihi

#### Important information

Please check which [local board area](#) you are in, read through the local board [grant programme](#) and [applicant guide](#) before completing this form. These tell you:

- Who is eligible to apply
- What we don't fund
- What information you will need to include in your application.

**All applications must be completed and submitted using this online application form.** Remember to save as you work.

If you have limited computer access, you can [book a computer](#) or [librarian](#) for one hour in one of [Auckland's libraries](#). Ensure you take all the required documents saved on a memory stick so you can upload these in your application form.

Contact a grants advisor at [communityfunding@aucklandcouncil.govt.nz](mailto:communityfunding@aucklandcouncil.govt.nz) or phone 09 301 0101 if you need advice on your application.

**Please note technical support is only available from 8:30 am to 5:00pm weekdays.**

#### Documents you may need to complete this application form:

- minutes or letter from chairperson showing decision to apply
- letters of support
- letter of agreement from school/s if your project is being delivered in a school
- any permits necessary if your project is on public land
- evidence of bank account number

### Contact Details / Ngā kōrero whakapā

\* indicates a required field

#### Applicant

##### Organisation/Individual name \*

Individual       Organisation

Organisation Name

First Name

Last Name

Must match the name on the bank account information supplied

#### Address

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## Physical Address

\*

Address

  

Suburb Town/ Postcode  
City

Must be a New Zealand postcode

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

**Is your postal address different from your physical address? \***

Yes  No

If yes, please complete below

## Postal Address \*

Address

  

Suburb Town/ Postcode  
City

Must be a New Zealand postcode

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

## Website

### Website address

### Facebook page

## Contact details

### Admin contact person \*

First Name

Last Name

### Project contact person (must be a different person from the admin contact and needs to be a signatory designated for the organisation or group). \*

First Name

Last Name

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

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<input type="text"/>	<b>Position held in organisation (if applying as an organisation) *</b>
<b>Daytime phone number *</b>	<input type="text"/>
<input type="text"/>	<b>Daytime phone number *</b>
<b>Mobile Phone Number</b>	<input type="text"/>
<input type="text"/>	<b>Mobile phone number</b>
<b>Email address *</b>	<input type="text"/>
<input type="text"/>	<b>Email address</b>
	<input type="text"/>

## Applicant details / Ngā kōrero whakapā mō te kaitono

\* indicates a required field

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

Incorporated Society  Charitable Trust  Limited Liability Company  School  Maori Trust  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 (eg individuals or groups who are not an incorporated society) may apply for a grant up to \$1,000.

Umbrella organisations are organisations with a formal legal structure that have agreed to receive and administer the grant on the applicant's behalf. For example an umbrella organisation needs to be an incorporated society or charitable trust.

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**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.
- Agree to have funds released via reimbursement. This means that you will pay for your project costs first and then you will be paid the grant amount, if this has been correctly accounted for. .

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](mailto:communityfunding@aucklandcouncil.govt.nz). or phone us on 09 301 0101 |

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

**NZ Companies Register**

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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

### Organisation objectives

**What activities or services does your organisation provide? \***

Word count:

Must be no more than 200 words.

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

\* indicates a required field

**Name of your Umbrella Organisation \***

Organisation Name

**Postal 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 \***

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

Incorporated society

Charitable trust

Limited liability company

Other:

**New Zealand Companies Office incorporated society number**

Must be a number

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

**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

**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

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Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

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

\* indicates a required field

### Which of the local boards are you applying to for this project?

- The project must align with the priorities of each local board selected.

**Please note:** Your grant request must be for more than the minimum and up to the maximum amount set by each local board you select. Grants Advisors can assist if required.

To find what local board area your project is taking place in please visit the [local board finder tool](#).

### To which of the following west local boards are you applying? \*

Henderson-Massey       Waitākere Ranges       Whau

At least 1 choice and no more than 1 choice may be selected.

### Henderson-Massey Priorities

#### Select the main Henderson Massey priority your project supports \*

#### How does your project support the selected priority? \*

Word count:

### Waitākere Ranges Priorities

#### Select the main Waitākere Ranges priority your project supports \*

#### How does your project support the selected priority? \*

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### Whau Priorities

**Select the main Whau priority your project supports \***

**How does your project support the selected priority? \***

Word count:

### Project Details / Ngā pārongo mahinga

\* indicates a required field

**What is the main project type?**

Please select one only. If your project/activity has more than one focus, choose the one that is the **main** focus. If you do not know the main one, please refer to the [applicant guide](#) to see common examples and definitions.

\*

- Arts and culture     Community     Environment     Events     Historic Heritage     Sport and recreation

**Project title \***

Must be no more than 10 words

**Project location \***

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

**Is your project on council owned property/land? \***

- Yes     No

If you are hosting an event or activity or programme on council park or building, you may continue with your application. If this project includes building maintenance or renovation to a council owned building or property you must contact a Grants Advisor 09 301 0101 | [communityfunding@aucklandcouncil.govt.nz](mailto:communityfunding@aucklandcouncil.govt.nz) . \*Please upload your lease agreement on page 8 only if you are undertaking building works or maintenance.

**Is your project on council owned property/land?**

- Yes     No

If you are hosting an event or activity or programme on council park or building, you may continue with your application. If this project includes building maintenance or renovation to a council owned building or property you must contact a Grants Advisor 09 301 0101 |



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communityfunding@aucklandcouncil.govt.nz . \*Please upload your lease agreement on page 8 only if you are undertaking building works or maintenance.

### What are the start and end dates for your project?

Please check [Local Board Grant programmes](#) for project start dates

#### Start date \*

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

#### End date \*

### Community benefits

#### Please describe your project in three to four sentences \*

Word count:

Must be no more than 120 words

#### What are the community benefits of your project? \*

Word count:

Must be no more than 200 words.

#### How will you measure these benefits? \*

Word count:

Must be no more than 150 words.

Describe three changes you will see if the expected outcomes of the project occur

#### Are you a school or church?

Yes

No

#### How does your project benefit the wider community? \*

e.g how will the community access facilities and assets after school or church hours? How are members of the community invited to participate in the school/church programme?

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### Participants

**Please specify the estimated number of people attending this activity \***

If your activity does not have attendees, please specify the number of people reached.

**What percentage of the participants are from the local board area? \***

Must be a number.

### 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
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Project plan / Mahere mahinga

Please complete the table below

Tasks - what will you do?	By when (date)?	What will you achieve?
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Healthy environment approach

**Please tell us how you will promote a healthy environment approach for your project?**

- Promote smoke-free messages
- Include waste minimisation (zero waste) messages
- Healthy options for food and drink, including water as the first choice
- Encouraging active lifestyles including movement or fitness programmes

**Please explain how you will promote each of these options**

Word count:

Please click [here](#) to find more information on healthy environment principles

### Māori Outcomes

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

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### 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

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

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

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

Word count:

Must be no more than 120 words.

### Events Applicants only

Rain date

Start date

End date

Is a Contractor/3rd Party/Producer helping to deliver the project?

Yes

No

Contractor/3rd Party/Producer name

Contact person \*

Daytime phone number \*

Email address \*

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### 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:

**Please provide details of any expert advice you have sought to guide your project**

Must be no more than 100 words

**Please provide details of any Auckland Council staff members you have been in contact with regarding this site**

**Who is going to manage and maintain the project when it is completed?**

Must be no more than 100 words

**Does any part of your project require a statutory consent e.g. resource or archaeological? \***

- Yes  No

Environment applicants only

**Does your project include work on: \***

- Non-Council owned public land  private land  both land  Māori land  Council land  Other:

For work on Council owned land please contact a Grants Advisor on 09 3010101. Māori land can include Māori customary, freehold or reserve land.

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**If you do not own the project site please attach permission from the landowner**

Attach a file:

**What are the environmental benefits of this project? \***

Must be no more than 100 words

**What actions (if any) have been taken so far with this proposed project? \***

Must be no more than 100 words

### Site details / Papa mahi

For further information please visit the Auckland Council mapping and property information service [here](#).

**Please provide a clear site map showing where your project will take place**

Attach a file:

e.g. including planting site and fence line etc.

**What is the site area?**

metres

**What is the area of planting proposed (if applicable)?**

square metres

**What is the length of the stream (if applicable)?**

metres

**What is the length of fencing proposed (if applicable)?**

metres

**What is the size of the bush remnant (if applicable)?**

square metres

**Please provide current photos of your project site \***

Attach a file:

**Please provide a plant list with details on species and quantity.**

Attach a file:

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**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

**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?

**What part of the project are you requesting funding for? \***

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Must be no more than 100 words

**Is there a cost of participation for this project? If so, please state the cost. (e.g. ticket cost or programme fee) \***

**Are you GST registered? \***

Yes

No

**What is your GST number? \***

Must be a number.

Table one: expenses/costs for the project

**Please provide costs for the items that you are requesting funding for, from the local board.**

*Please attach a quote or evidence of costs such as screenshots with costs or past invoices. These need to include GST in the total cost, if you are not GST registered.*

*If your organisation or company is GST registered, your grant should exclude GST.*

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

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

Table two: project income

This section tells us about any income you estimate that you may get for your project. If your organisation charges participants to attend your project/event, how much do you charge the participants? e.g. membership, ticket sales, sale of artwork, donations, sponsorship, other fundraising etc. This also includes adult entry fee and programme registration.

**Do not** include funds requested from this application or applications made to other organisations.

**Project income (e.g. 100 tickets @ \$20 each, registration 20 people \$5.00 each)**

	\$
--	----

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	\$
Please separate each cost out e.g. ticket sales one line and then art sales on the next	

### 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. Please include applications made to other local boards.

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

### Donated materials for the project/activity

Please provide details of any donated materials which is contributed to this project (donated equipment, materials, venue hire) and the value of this item.

**Note:** Local Board funding can not be requested towards items provided as non-monetary support.

Description of materials	\$
	\$
	\$

### Volunteer numbers and time

Please detail the number of hours in volunteer time, contributed to this project and the value of this contribution. The value of volunteer time can be calculated using the living wage of \$21.15 per hour.

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

Number of volunteers	Total number of volunteer hours	Total value of volunteer time
		\$
Must be a number.	Must be a number.	(Based on the living wage for 2019) This number/amount is calculated.

### Funding summary

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

<b>Total Expenditure Amount</b>	\$
	This number/amount is calculated. Total of table one



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**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

**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 the amount you have requested, would your project still go ahead? \***

Yes

No

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

Word count:

Must be no more than 100 words.

Please explain and indicate an amount.

## Acknowledgement and promotion

Please note we will require you to attach examples of communications and local board acknowledgement when filling the project report

**Do you plan to promote/market/advertise your project? \***

Yes

No

Please note we will require you to attach examples of communications and local board acknowledgement when filling the project report

**If yes, please provide details on how, including how you will publicly acknowledge the local board's contribution?**

Word count:

Must be no more than 120 words.

## Demographics / Ngā tatau taupori

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\* indicates a required field

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.

### Will your project be accessible to people with disabilities? \*

Yes  No

Long term disability is defined as lasting six months or more and stops people from doing everyday things other people can do.

### Please explain how

Word count:

Must be no more than 120 words.

### What proportion of your project is targeted at the following age groups?

If your project is not targeted to any specific age group please enter 100 in the 'All ages' box.

The total number for the age groups must add up to 100

(Numbers only, "%" symbol is not needed)

### Percentage of age groups

#### Numbers only

% symbol is not needed

All ages

6 - 14 years

25 - 65 years

0 - 5 years

15 - 24 years

65+ years

### Please tell us which ethnic groups will benefit from your project?

Specific ethnic group  All/everyone

### If your project benefits a specific ethnic group please select any that apply: \*

New Zealand European  Other European  Māori  Pacific Peoples  Chinese  
 Korean  Indian  Other Asian  Middle Eastern  Latin American  African  
Other

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### What proportion of your project is targeted at male/female participants?

If your project is not targeted to either gender group please enter 100 in the 'All' box.  
(numbers only, " %" symbol is not needed)

Percentage of male

Must be a number.

Percentage of female

Must be a number.

All - not targeted at either male/female

Must be a number.

## 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. Bank proof should be less than 6 months old.

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

Attach a file:

Bank proof should be less than 6 months old.

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

Attach a file:

### Supporting project documentation

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**Do you have any other information to support your application?**

Must be no more than 100 words

**Attach any supporting documents you feel might help us understand your project.**

Attach a file:

**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:

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

Attach a file:

Umbrella organisation supporting documentation

**Please attach a letter of approval from the umbrella organisation \***

Attach a file:

## 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 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 \***

Yes

No

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**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 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.**

\*

Accept

Decline

**Date:**

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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](mailto:communityfunding@aucklandcouncil.govt.nz) or phone 09 301 0101.

**Are you a first time applicant? \***

- Yes  No

### New Section

**How did you find out about this grant?**

- Council website  Local board member  Radio  Word-of-mouth
- Council mail-out  Local newspaper  Social media  Other:
- Council 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.