

23/24 Central Application Form

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.

If you are applying for support from three or more local boards please submit an application to this multi-board grant round rather than a local grants round.

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 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:

- audited accounts, financial statements
- annual report
- 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 (such as the [Auckland Council land owner approval process](#))
- evidence of bank account number (make sure this includes your name, account number and is within the last six months. You can find more information [here](#))
- Quotes for any costs you will have, this includes employment contracts or payslips. You should include past receipts if you cannot get a quote

Contact Details / Ngā kōrero whakapā

* indicates a required field

Applicant

Organisation/Individual name *

Organisation Name

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Must match the name on the bank account information supplied

Address

Physical 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

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

Contact Number *

Email address *

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) *

Contact Number *

Email address

Applicant details / Ngā kōrero whakapā mō te kaitono

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* indicates a required field

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

- Incorporated Society Limited Liability Company Maori Trust
 Charitable Trust School Informal group/ no legal structure

An informal group may also be a "not for profit community group". If you have an umbrella group, please select informal group/ no legal structure.

- 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. 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.

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 |

What registration numbers apply to your organisation?

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(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

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

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Organisation objectives

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

Word count:

Must be no more than 200 words.

Please describe your project in three to four sentences *

Word count:

Must be no more than 120 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/ Postcode
 City

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 *

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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
Status
Street Address
Postal Address
Telephone
Fax

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Email
Website
Date Registered

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

* indicates a required field

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

You are applying to

This field is read only.

The round this submission is in.

Which local board are you applying to?

Are you planning to apply for three or more boards?

Yes No

Applicants seeking support from three or more local boards should apply for funding via this Multi-board grant round.

Multiboard Advice

If you are planning to request funding from **three or more than three local board** for this project, please stop this application and apply to [Multiboard Grants](#).

A multi-board application allows you to:

- make one combined application to the relevant local boards
- receive a single decision and grant award
- submit one accountability report after you complete you funding activities.

Albert-Eden Priorities

Select the main Albert Eden priority your project supports *

How does your project support the selected priority? *

Word count:

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Aotea/ Great Barrier Priorities

Select main Aotea Great Barrier priority your project supports

How does your project support the selected priority?

Word count:

[You can find the grants programme here.](#)

Māungakiekie-Tāmaki Priorities

Select the main Māungakiekie Tāmaki priority your project supports *

How does your project support the selected priority? *

Word count:

Ōrakei Priorities

Select the main Ōrakei priority your project supports *

How does your project support the selected priority? *

Word count:

Puketāpapa Priorities

Select the main Puketāpapa priority your project supports *

How does your project support the selected priority? *

Word count:

Waiheke Priorities

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Select the main Waiheke priority your project supports *

How does your project support the selected priority? *

Word count:

Waitematā Priorities

Select the main Waitematā priority your project supports *

How does your project support the selected priority? *

Word count:

Whau Priorities

Select main Whau priority your project supports

How does your project support the selected priority?

Word count:

Henderson-Massey Priorities

Select main Henderson-Massey priority your project supports

How does your project support the selected priority?

Word count:

Waitākere Priorities

Select main Waitākere Ranges priority your project supports

How does your project support the selected priority?

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Word count:

Franklin Priorities

Select main Franklin priority your project supports

How does your project support the selected priority?

Word count:

Howick Priorities

Select main Howick priority your project supports

How does your project support the selected priority?

Word count:

Māngere-Otāhuhu Priorities

Select main Māngere-Otāhuhu priority your project supports

How does your project support the selected priority?

Word count:

Manurewa Priorities

Select main Manurewa priority your project supports

How does your project support the selected priority?

Word count:

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Ōtara-Papatoetoe Priorities

Select main Ōtara-Papatoetoe priority your project supports

How does your project support the selected priority?

Word count:

Papakura Priorities

Select main Papakura priority your project supports

How does your project support the selected priority?

Word count:

Devonport-Takapuna Priorities

Select main Devonport-Takapuna priority your project supports

How does your project support the selected priority?

Word count:

Hibiscus and Bays Priorities

Select main Hibiscus and Bays priority your project supports

How does your project support the selected priority?

Word count:

Kaipātiki Priorities

Select main Kaipātiki priority your project supports

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How does your project support the selected priority?

Word count:

Upper Harbour Priorities

Select main Upper Harbour 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 Capital Community Environment Events Historic Heritage Sport and recreation
- What is an "Event" project?

You will need to choose "Events" as project type and [get a permit](#), 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.

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

Aotea/Great Barrier

Note: If you'd like to apply for the Aotea/Great Barrier Capital Round, please select Capital above. This included projects for:

- Buildings, structures, plant, services, infrastructure or equipment
- Upgrades or refurbishments to existing facilities
- New or upgraded alternative power systems, low energy appliances and equipment, rainwater
- collection systems, provision of safe drinking water, upgrade of septic and sewage systems

Please see the grants programme for more information.

Please note that only Aotea/ Great Barrier has a capital round. Please only select that if you are located on Aotea/ Great Barrier.

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 maintaining or renovating a council owned building? *

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 seek land owner approval before applying.

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

Attach a file:

Please attach proof of land owner approval

Attach a file:

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This could be an email chain with an appropriate council representative, or a screenshot of the website approving this work or the section of the lease agreement stating you can do this work.

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.

Start date *

Must be a date.

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

End date *

Must be a date.

Community benefits

What are the community benefits of your project? *

Word count:

Must be no more than 200 words.

Include how the wider community can access your project

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

What expertise does your organisation have in delivering similar projects? *

Word count:

Must be no more than 120 words.

Must be no more than 120 words

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.

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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)?

--	--

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
- Encourage the reduction of carbon emissions or increase community resilience to the impacts of climate change*

*e.g. increasing local food production and food waste reduction; increasing active transport options; local tree planting and streamside revegetation; education about sustainable lifestyle choices

Please explain how you will promote a healthy environment approach

Word count:

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

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:

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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 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.

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? *

Word count:

Must be no more than 100 words.

Must be no more than 100 words

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:

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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?

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All requests must fall within the round limits for the local board area. The limits can be found [at this link](#).

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

Word count:

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) *

(e.g. ticket cost or programme fee)

Are you GST registered? *

Yes

No

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

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.

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
--	---------------------------	---	---------------------

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.

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I confirm that the provided quotes do not include GST. *

Yes

No

I confirm that the quotes include GST.

Yes

No

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, other fundraising etc.

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) Amount

	\$
Please separate 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. Please include applications made to other local boards.

Funding organisation or individual Amount Pending / approved

	\$	
	Must be a dollar amount.	

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 \$

	\$
	Must be a dollar amount.

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.

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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 2023) This number/amount is calculated.

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

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

\$
Must be a whole dollar amount (no cents).
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 and what is the minimum amount of funding this could continue with? *

Word count:
Must be no more than 100 words.

Acknowledgement and promotion

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

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

Yes

No

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

* indicates a required field

Participants

Please specify the number of people affected by this project (not including staff)

*

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

What length of time are you expecting this amount of attendees

Such as the length of the project, over a year, etc.

What percentage of the participants are from the local board area that you are applying to?

Must be a number and between 0 and 100.

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.

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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.

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.

Does your project support any genders, ages or ethnicities specifically?

This doesn't exclude any groups, but if you have anything that will support any groups, you can add it here.

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 your project/activity is accessible for people with disabilities

Word count:

Must be no more than 150 words

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**

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All information must be less than 6 months old.

[You can find the information we need on your bank information here.](#)

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 attach a copy of your financial statements, which may include your annual report

Attach a file:

This is only required if you are applying in a Local or Multiboard grant round, though you can still add it to strengthen your application.

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?

Word count:

Must be no more than 100 words.

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:

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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

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

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- 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:

- **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

How did you find out about this grant?

- Council website Local board member Radio Our Auckland print or online
- Council mail-out Local newspaper Social media Other:
- Council staff member Poster/flyer Word-of-mouth

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.

What happens next?

The Auckland Council Grants team will spend the time from when you have applied until shortly before the decision date analyzing 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 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.