

## CRITERIA FOR PAKĀKĀRIKI SERVICES CLUB COMMUNITY GRANTS

The purpose of the Paekākāriki Services Club Community Grants is to provide financial assistance to organisations or community groups for projects or activities that promote the well-being of the Paekākāriki community, particularly youth, and show clear community benefit.

### Eligible Organisations

1. The organisation/community group must reside in the Paekākāriki area. The Paekākāriki Services Club and Paekākāriki Community Board may consider financial assistance for events occurring outside the Paekākāriki community where it is shown the community will benefit.
2. Eligible organisations/community groups include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

### Criteria

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/community group must use the financial assistance for its activities in the Paekākāriki Community. The Services Club and Community Board may consider financial assistance for events occurring outside the Paekākāriki community where it is shown the community will benefit.
4. Organisations must provide their most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/community group has not received financial assistance from the Paekākāriki Services Club Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation/community group for one event.

**NOTE:** All applicants must provide full documentation to support their application **(maximum of five pages in total).**

### Eligible Purposes:

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*;
5. The remission of hall rental\*.

\* within **the current financial year** of the project or activity

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

### **Maximum Grant**

The maximum grant payable is at the behest of the Paekākāriki Services Club and Paekākāriki Community Board.

### **Accountability**

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within two months of completion of the activity. Organisations and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Paekākāriki Services Club requires all monies that are not used for the purpose applied for to be returned to the Paekākāriki Services Club Community Grants Fund. Failure to do so may exclude the applicant from any further application.

### **Procedure for Applications**

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend a Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

***The above conditions and criteria do not preclude the Paekākāriki Services Club and Paekākāriki Community Board from considering any application at their discretion.***

### **Applications are to be addressed to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60-601  
Paraparaumu 5254

[judy.ennie@kapiticoast.govt.nz](mailto:judy.ennie@kapiticoast.govt.nz)

### **PLEASE NOTE:**

Applications must be received at least 8 working days prior to the Paekākāriki Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paekākāriki Community Board are held every six weeks.

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Name: .....

Organisation: .....

Address: .....

Daytime Contact Phone:.....Email: .....

**Why do you need this funding?** (Please attach further information that will help your application)

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**When do you need it (start date)?** .....

**What are the expected benefits to you (the applicant)?**

.....

**How can you demonstrate what benefits you can provide to the Paekākāriki area as a result of providing you with this grant?**

**Costs** (travel, accommodation etc)

**Income** (fundraising, grants, saving)

Total	\$	Total	\$

How much are you applying for? Total \$ .....

Are you GST Registered? Yes / No

*(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)*

**What other funds have been sought for this project / activity? (Please list)**

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**Please list any grants received from the Paekākāriki Services Club and Paekākāriki Community Board in the past 3 years?**

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**Declaration**

*I certify that the information provided above is accurate:*

Signature: .....

Date: .....

**Send application to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

**Email address:**

judy.rennie@kapiticoast.govt.nz

**Please attach:**

- ✓ A bank deposit slip, for direct credit payment if application is successful
- ✓ Any other supporting information that will help your application