

Ohai Railway Fund Application Form - organisations

Form Preview

Organisation details

* indicates a required field

Organisation details

Organisation name *

Organisation Name

Organisation Street Address

Address

Any, but at least one field is required.

Organisation Postal Address

Address

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

How many members belong to your club/organisation?

Must be a number.

Purpose or main activity of your organisation?

Contact details for this application

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out this form. Under the Privacy Act (2020) consent from these people must be given before their details are recorded here.

Name 1 *

First Name

Last Name

Ohai Railway Fund Application Form - organisations

Form Preview

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Name 2 *

First Name

Last Name

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details

* indicates a required field

Project details

Please assume that we know nothing about your project. Give as much information as possible.

Please provide a short title for your project: *

What is the location of your project? *

What does your organisation want funding for? (please describe fully) *

What is your project? What specific purpose will the funding be used for?

How does your project benefit people living in the Ohai Railway Fund area? *

Ohai Railway Fund Application Form - organisations

Form Preview

Start Date

Must be a date.

End Date

Must be a date.

Are there any other similar projects or services in your area?

- ☐ yes
☐ no

No more than 1 choice may be selected.

Organisation location

If you are an organisation based outside the defined area what percentage of your member's live IN the Ohai Railway Fund area?

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many in the Ohai Railway Fund area will benefit directly from your project? *

Must be a number.

Additional comments on numbers benefiting:

What age group will predominantly benefit? *

- ☐ All ☐ Early years (pre-natal - 4 yrs) ☐ Children (5-13yrs) ☐ Youth (14-24 yrs) ☐ Adults (25-64 yrs) ☐ Older persons (65+yrs)

At least 1 choice must be selected.

Does your project mainly focus on any of the following: *

- ☐ Parents/families ☐ People with a disability ☐ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

At least 1 choice must be selected.

Ohai Railway Fund Application Form - organisations

Form Preview

The following are the main ethnic groups in our region - please indicate who will predominantly benefit *

☐ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/ African ☐ Other

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

☐ yes
☐ no

No more than 1 choice may be selected.

Building & facility information

If yes, who owns the building?

Council owned buildings are not eligible for funding.

Does the facility have a long-term maintenance plan?

☐ yes
☐ no

No more than 1 choice may be selected.

How often is the building used and by what organisations?

Has your project received all the necessary statutory approvals such as resource consent and building consent?

☐ yes
☐ no
☐ not applicable

No more than 1 choice may be selected.

Project budget & financial details

* indicates a required field

Financial details

Bank Account *

Account Name

Account Number

Must be a valid New Zealand bank account format.

Ohai Railway Fund Application Form - organisations

Form Preview

Please upload verification of your organisation's bank account details (please upload in PDF format if you can) *

Attach a file:

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *

- ☐ Yes
☐ No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements (please upload in PDF format if you can) *

Attach a file:

Please upload a current bank statement from your organisation (please upload in PDF format if you can) *

Attach a file:

Total Project Cost *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Amount you are requesting from the Ohai Railway Fund? *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Please indicate your current level of reserves *

Must be a dollar amount.

Please comment on your level of reserves and if they cannot be used towards this project, please explain why: *

We understand that maintaining a certain level of reserves can be necessary for operational costs or other projects.

Project Budget

Ohai Railway Fund Application Form - organisations

Form Preview

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are not GST registered please provide GST INCLUSIVE figures.

Income	\$	Expenditure	\$

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?

- ☐ yes
☐ no

No more than 1 choice may be selected.

Please upload quote(s) - please upload PDF's if possible.

Attach a file:

Quotes

If you have not provided more than one quote, please explain why:

Voluntary effort and donated materials

Ohai Railway Fund Application Form - organisations

Form Preview

Briefly describe any voluntary effort (eg number of hours) or donated materials (eg approximate \$ value) being provided for the project.

How do you envisage paying for any future operational costs for this project?

Additional information

If you have any additional comments about your budget please detail here:

Supporting documentation

Supporting documentation

Attach any other relevant information, e.g. covering letter, letters of support, evidence of need, or other documents.

Please upload in PDF format if you can and scan multiple documents into one, rather than uploading separately if possible.

Attach documents here

Attach a file:

If you have any additional comments about your application please detail here:

Feedback

How did you find out about the Ohai Railway Fund?

☐ Have applied previously ☐ Southland District Council website ☐ Council Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☐ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Ohai Railway Fund Application Form - organisations

Form Preview

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process was straightforward

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Declaration

* indicates a required field

Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Ohai Railway Fund Application Form - organisations

Form Preview

Position in organisation *

Date *

Must be a date.