FUNDING REQUEST – EXAMPLE FORM

Community Matching Fund (CMF)

The purpose of this fund is to bring people together to build strong communities, by providing resources for self-help projects which link to RLC's community outcomes. Projects **must demonstrate** the capacity to build social capital within the community/neighbourhood. **Please refer to the CMF Guidelines.**

THIS IS A PREVIEW OF APPLICATION FORM

Use this document to preview and prepare your answers ahead of completing the online form.

Please contact RLC's Funding and Sponsorship Advisor, **Mike Cockin,** to discuss your project and assist with your application. Phone: 07 351 8180 or email: communityfunding@rotorualc.nz

Assessment Criteria Checklist (Please tick √)

- ☐ Our group and our project are within the Rotorua District
- ☐ Our project provides local public benefit and is free and open to all members of the public
- ☐ Our project demonstrates building social capital
- ☐ Our project contributes to equitable opportunity, community safety and resilience
- ☐ We are not claiming for any expenditure already incurred by our group
- ☐ We are not applying for the purchase of land, maintenance or day-to-day operating expenses of our group

1. YOUR GROUP	
Name of Group:	
Postal Address:	
Phone:	**Email:**
Address where the project will be undertaken:	
1st Contact	
Role:	
Address:	
Phone:	**Email:**
2nd Contact	
Role:	
Address:	
Phone:	**Email:**

EXAMPLE FORM

Purpose

Tell us about your Group. What is its purpose? Who are your members?

2. LEGAL STATUS (Please tick √)

Does your Group have legal status? ☐ Yes ☐ No

If **Yes,** please specify: ☐ Trust ☐ Incorporated Society ☐ Other: _____

OR: Name of organisation that will be umbrella, or act as fiscal sponsor:

GST Registration: ☐ Yes ☐ No **GST Registration No:**

3. YOUR PROJECT [include additional sheets of paper if required]

Name of Project:

Have you received, or are applying for, any additional funding for your project?

☐ Yes ☐ No

If yes, please state below.

Organisation	Amount	Received or Applying For
	$	☐ Received ☐ Applying for
	$	☐ Received ☐ Applying for
	$	☐ Received ☐ Applying for
	$	☐ Received ☐ Applying for

Are you working with any other department in Council on this project? ☐ Yes ☐ No

If so, which department? _____

Project dates

We can only accept projects which have a start and finish date.

Start Date:	End Date:

EXAMPLE FORM

A. Tell us about your project and how will it benefit the broader community or neighbourhood.

B. What RLC Community Outcome does your project align with? (you can tick more than one)

- ☐ Kua Tūhonotia, Kua Pakari Hoki / Connected & Resilient
- ☐ Ngā Take Mahi Me Te Taiōhanga / Employment & Economy
- ☐ Ngā Mahi Tūruhi / Tourism
- ☐ Ngā Take Whare / Housing
- ☐ Ngā Mahi A Te Rēhia / Active
- ☐ Te Taiao / Environment – Mauri Taiao
- ☐ Haumarutanga / Safety
- ☐ Ngā Wawata O Te Tangata Whenua / Mana Whenua Aspirations
- ☐ Ngā Mahi Toi, Ahurea Hoki / Arts & Culture

C. What fund priority does your project aim to achieve? (you can tick more than one)

- ☐ Bringing people together to collaborate on neighbourhood projects.
- ☐ Empowering people to enhance and strengthen their own neighbourhood.
- ☐ Contributing to whānau working, playing and talking together.
- ☐ Renewing and revitalising of places and spaces within neighbourhoods.
- ☐ Improving the quality of life in a specific community or neighbourhood.

D. How many people will benefit?

Estimates on how many people will be impacted by the project. This could be participants, visitors, attendees, volunteers, or the communities who'll benefit.

E. What is the estimated ethnicity of those who will benefit?

Provide as a percentage of those who will benefit, or who you're targeting the project for. Must total 100%.

Ethnicity	**%**
European/Pākehā	
Māori	
Pacific People	
Asian	
Middle Eastern/Latin American/African	
Other Ethnicity	

F. Is your project mainly aimed at benefiting one or more of the below groups?

If your project has general appeal or impact, select 'No specific group'.

- ☐ Tamariki/children, rangatahi/young people
- ☐ Māori
- ☐ Whānau/families
- ☐ People with disabilities
- ☐ People who are vulnerable

EXAMPLE FORM

- ☐ People experiencing poverty
- ☐ Ethnic minority groups
- ☐ People experiencing isolation
- ☐ Elderly
- ☐ Other
- ☐ No specific group

G. How will you know the project has been a success?

What outcomes are you looking to achieve, and how will you measure them? For example, do you have a target number of attendees for an event, grow your social media followers or community membership, or simply the completion of the project. We suggest you have a few different ways to measure your success.

H. <u>Project Plan</u>

What steps are involved in your project? Who is involved in each step of the project? What will they be doing? [include additional sheets of paper if required] Project should involve as many diverse groups and individuals as possible, to reflect your community.

Activity	Who is involved?	Completion date

4. COMMUNITY CONTRIBUTION

Volunteer Labour:

Number of volunteers	Number of hours each	(No of volunteers x No of hours x $15 p/hr)

EXAMPLE FORM

TOTAL:	(A)

Donated Professional Services (specify type):		
Business / Service	**Total no of hours**	**(No of hours x $65 p/hr)**
TOTAL:		(B)

Donated Materials/ Supplies:		
Description	**Donated By**	**Value** (retail/hire price)
TOTAL:		(C)

Any other resources towards project:		
Description	**Donated By**	**Value** (retail price)
TOTAL:		(D)

Cash (not from other funding applications)	
Donated/Sponsored By	**Amount**
TOTAL:	(E)

TOTAL COMMUNITY CONTRIBUTION: _____

(A + B + C + D)

EXAMPLE FORM

5. FUNDING REQUIRED

What do you require the funding for? [Please provide quotes or letters from supplier detailing costs] NB. We DO NOT pay for labour other than professional services, as 'volunteer labour' is the main part of your community contribution.

Description	**Amount**	**Quote provided** (Y/N)

TOTAL FUNDING REQUIRED: $
(Needs to be less than or equal to community contribution)

If your application receives partial funding, how would this affect your project?

- ☐ We could still deliver the full project
- ☐ We could still deliver the full project with additional funding from other providers
- ☐ We could deliver a smaller version of the project
- ☐ We would not be able to deliver the project.

EXAMPLE FORM

6. DECLARATION

We hereby declare that the information supplied here on behalf of our group is correct.

If the application is successful, our group agrees to:

1) Complete the Acceptance Grant Letter or Contract Agreement and return it in the stamped addressed envelope (which will be enclosed with the letter notifying you of the amount granted by the assessment committee).
2) Only spend the funding granted on the items it is granted for.
3) Complete the form telling the story of how our project went, the outcomes of the work and what we spent the money on. This will be done within the timeframe set in the Acceptance Letter or Contract Agreement.
4) Participate in any funding audit of our group conducted by the Rotorua Lakes Council.
5) Acknowledge Rotorua Lakes Council's contribution towards the activity / service in all promotional material.
6) Consider participating in a workshop to present information on the Community Matching grant and their project.

We consent to the **ROTORUA LAKES COUNCIL** collecting the details provided above, and retaining and using these details for the purpose of review of the ***Community Matching Fund.*** We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Signature: _____ **Full Name:** _____

Position in group: _____ **Date:** _____

Signature: _____ **Full Name:** _____

Position in group: _____ **Date:** _____

EXAMPLE FORM

7. NOTICE TO THE APPLICANTS

CLOSING DATES FOR APPLICATIONS:

If you are applying for a Small CMF grant of up to $5,000:
Applications will be accepted year-round and we endeavour to process within one month (**except over December/ January holidays).**

If you are applying for a Large CMF grant of $5,001 to $20,000:

Applications will be accepted ONCE a year.

Dates for applications for the Large fund will be:
Opening Date: 1 July 2026
Closing Date: 4 September 2026
Notification of funding decision: 1 November

Applications can be completed at:
www.rotorualakescouncil.nz/community/grants-and-funding

Please do not submit this form, it is an example only to help you prepare your answers required for the online application.

EXAMPLE FORM