

FUNDING REQUEST FORM

Neighbourhood Matching Fund (NMF)



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. We particularly welcome projects that contribute to community safety and resilience.

Projects **must demonstrate** the capacity to build a stronger and healthier community/neighbourhood. **Please refer to NMF Guidelines.**

BEFORE COMPLETING THIS FORM:

Please contact RLC, Business Support Advisor, **Mihi Morgan**, to discuss your project and assist with your application. Phone: (07) 348 4199 or email: communityfunding@rotorualc.nz

Assessment Criteria Checklist (Please tick ✓)

- Our group and our project are within the Rotorua District
- Our project contributes to community safety and resilience
- Our project provides local public benefit and is free and open to all members of the public
- Our project demonstrates capacity to build a stronger and healthier community/neighbourhood
- 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

IMPORTANT:

Please do not alter the format of this application form. If you complete this form using a computer, make sure the questions and the responses are exactly as in the original.

1. YOUR GROUP

Name of Group: Kiwi Daddies

Postal Address: 274 Pukehangi Road, Rotorua

Phone: 021 0837 2560

Email: rotorukdz@gmail.com

Address where the project will be undertaken: Zones 8 & 9, Rotorua Lakefront

1st Contact

Contact: Jack Bidois

Address: 32 Mallard Drive, Rotorua

Phone: 021 0837 2560

Email: rotorukdz@gmail.com

2nd Contact

Contact: Jack Bidois

Address: 32 Mallard Drive, Rotorua

Phone: 021 0837 2560

Role: Coordinator/ Organiser

Email: rotorukdz@gmail.com

Purpose

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

Kiwi Daddies is a group of men who work together for the common good of whanau and community and to support each other.

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:
Rotorua Community Youth Centre Trust

GST Registration: Yes No **GST Registration No:** 61-860-231

3. YOUR PROJECT (include additional sheets of paper if required)

Name of Project: Clean Earth Day – Lakefront Reserve

Start Date: 1 October 2016 (10.30 – 12.30)

End Date: 1 October 2016

Tell us about your project and how will it benefit the broader community and neighbourhood. How many people will benefit? How will you know the project has been a success?

Our project is to work with the community to clean up Zones 8 & 9 at the Rotorua Lakefront. The objective is to connect people and to create a greater awareness of the environment, and to remove rubbish to help make this space more enjoyable for people to use. We expect ~ 80 people to attend on the day.

Project Plan

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
Preparation & planning	6 members	6/9
Discussions with Council	3 members	7/9
Poster & advertising	1 member	16/9
Promotion through school visits	6 members	10 – 30 Sept
Event on day	80	1/10

4. COMMUNITY CONTRIBUTION

Volunteer Labour:

No of volunteers	No of hours each	(No of volunteers x No of hours x \$15 p/hr)
80	2	\$2,400
TOTAL:		\$2,400

Professional Services (specify type):

Total no of hours	(No of hours x \$65 p/hr)
TOTAL:	

Donated Materials/ Supplies:

Description	Donated By	Value (retail/hire price)
Poster design & printing	Andre	\$200
Gym passes	Anytime/Gold	\$1,000
BBQ trailer	Police	\$70
TOTAL:		\$1,270

Any other resources towards project:

Description	Donated By	Value (retail price)
TOTAL:		

Cash:

Donated/Sponsored By	Amount

TOTAL:	

TOTAL COMMUNITY CONTRIBUTION: \$3,670

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)
Food, water, cups	\$200	Y
Graffiti artist, canvas and materials	\$800	Y
Gloves, hand sanitiser, first aid kit	\$288.40	Y

TOTAL FUNDING REQUIRED: \$1,288.40

(Needs to be less than or equal to community contribution)

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 NMF grants 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 **Neighbourhood 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: Andre Narby

Position in group: Coordinating Support

Date: 21/09/2016

Signature:

Full Name: Jack Lawrence

Position in group: Coordinator/Organiser

Date: 21/09/2016

7. NOTICE TO THE APPLICANTS

CLOSING DATES FOR APPLICATIONS:

If you are applying for a Small NMF 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 NMF Fund grant of \$5,001 to \$20,000:

Applications will be accepted twice a year.

Dates for applications for Large NMF will be:

Opening Date: 01 February

Closing Date: 21 March

Notification of funding decision: 26 April

Opening Date: 25 August

Closing Date: 14 October

Notification of funding decision: 21 November

Before applying for funding, applicants **MUST** contact **Mihi Morgan, Business Support Advisor**, to discuss their application. Assistance can also be provided to complete the application form.

Phone: (07) 348 4199. **Email:** communityfunding@rotorualc.nz

PLEASE RETURN COMPLETED APPLICATIONS TO:

Mihi Morgan
Business Support Advisor
Rotorua Lakes Council
1061 Haupapa Street

Private Bag 3029
Rotorua Mail Centre
ROTORUA 3046

or email application to:
communityfunding@rotorualc.nz



SAMPLE

