

## Application for Funding from the Otago Peninsula Community Board

Name of group applying for funds: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position held: \_\_\_\_\_

Has your group made an application to the Board for funding support within the last five years? Yes  No

If granted, what was that money used for? \_\_\_\_\_

\_\_\_\_\_

How much assistance has your group received previously from the Otago Peninsula Community Board? \$ \_\_\_\_\_

Short description of present project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- You are strongly advised to provide an itemised budget on a separate sheet.
- Please attach any quotations for work, goods or services that you may have received.
- Please attach bank details (i.e. copy of bank statement) for the applicant.
- Please attach any additional information which may be useful in support of the application.

Total cost of project: \$ \_\_\_\_\_

Amount already raised: \$ \_\_\_\_\_

Amount sought from any other Dunedin City Council source: \$ \_\_\_\_\_

Amount sought from Otago Peninsula Community Board: \$ \_\_\_\_\_

How will the rest of the project cost be covered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the timeframe for completing the project? [OR the date of your event/project?] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your project a one-off, annual or biennial event? \_\_\_\_\_

How will the project benefit your organisation/club? What are the benefits to the wider community of your project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

Applicants should refer to the 'Discretionary Funding Guidelines' contained in the Board's Community Plan for guidance on the Board's priorities.

Although applications will be considered on their merits, regard will also be had to ensuring a fair allocation over all the Community Board area.

Retrospective grants will be considered on a case by case basis.

This application form and guidelines are also available on the Dunedin City Council website ([www.dunedin.govt.nz](http://www.dunedin.govt.nz)).

**Contact:** Paul Pope (Board Chairperson) telephone 027 466 8446 or Lauren Riddle (Governance Support Officer) 474 3428 with any questions.

**Deadline for Applications:** Applications must be lodged no less than two weeks prior to each Board meeting.

# OTAGO PENINSULA COMMUNITY BOARD

## DISCRETIONARY FUNDING GUIDELINES

The following guidelines are suggested for the allocation of the Community Board Project Fund (\$10,000 annually).

There shall be three categories with funding going to each.

- Applications from community groups/organisations etc or projects initiated by the wider community.
- Projects and activities/Board member training initiated by the Community Board.
- Scholarship applications (refer to the separate application form and reporting requirements).

When considering any applications or projects the Board shall take into account the following:

- Community Outcome
- If more information is required
- Decision on project should be based on merit
- Letters of support from the community expressing the need for the project
- More than one quote must be provided with the application, ideally three.

It is a condition of funding that applicants will provide a report at the conclusion of the project. This should include (where appropriate) any photos and financial results.

- The report should be received within three months of the project's completion and include copies of receipts etc.
- Applicants are expected to provide a reasonable proportion of the funding themselves.
- Acknowledgement of the Community Board's grant to be included in the promotional material.

**All allocations from the Project Fund will be supported by a resolution passed at a formal meeting of the Board.**

The following are the meeting dates for 2024 at which applications will be considered (applications must be lodged no less than two weeks prior to each Board meeting):

Thursday 8 February  
Thursday 18 April  
Thursday 20 June  
Thursday 5 September  
Thursday 7 November