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**COMMUNITY COMMITTEE**

**Discretionary Grant**

### Application Form

EXPLORE PAHIATUA

DISCRETIONARY GRANT SCHEME

GUIDELINES FOR APPLICANTS

1. Explore Pahiatua has a small fund available to assist individuals and organisations of a nonprofit or charitable nature in the Pahiatua Community.
2. Applications will be considered on degree of benefit to Pahiatua Community.
3. Applications need to be received by the last week of each month to be tabled at the committee meeting held the first Wednesday of each month.
4. Applications to reimburse expenditure, subsidise subscriptions or for rates remission will not be considered.
5. Financial assistance is not available for projects and events that support National organisations.
6. All applications must be made on the discretionary grant form attached.
7. Applications will not be considered unless accompanied by a Statement of Income and Expenditure for the current financial year.
8. Only one grant per individual or group will be available in any financial year.
9. Applicants may be required to attend a meeting of Explore Pahiatua to present their application.
10. The decision to approve funds is solely at the discretion of Explore Pahiatua and subject to the availability of funds.
11. The funds must not be used for anything other than the purpose for which it was approved. If at any time you wish to vary the project purpose/s, then you must contact Explore Pahiatua.
12. Successful applicants are required to complete and return the attached certificate and invoices to verify the funds allocated have been spent on the project specified in their application.
13. Successful applicants may be asked to report personally to Explore Pahiatua following completion of their project or event.
14. Explore Pahiatua reserves the right to adjust the guidelines for any specific application.

**Explore Pahiatua**

**Discretionary Grant Form**

Application Form Office use

 No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of organisation:

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

2. Contact Person:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Postal Address

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

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4. Number of members in your organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Objectives of your organisation:

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6. Is your organisation a legally constituted society or trust? Yes/No

7. If your club/organisation is registered for GST, please supply your GST number:

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

8. Describe the project for which you are seeking financial assistance:

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9. Please show complete cost of the project and attach two detailed written quotes where the project involves either labour and/or material costs. Please ensure one quote is from a local supplier where relevant.

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 Total Cost: $\_\_\_\_\_\_\_\_\_

10. How much are you applying to this fund for? $\_\_\_\_\_\_\_\_\_

11. Please show where the remainder will come from: $\_\_\_\_\_\_\_\_\_

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12. Have you received any funding for this project from other funding providers?

Please give details:

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13. Outline how your project will benefit the community:

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14. Please add any further information you consider may assist your application:

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16. I hereby declare the above information is correct and if our application is successful, agree to complete a certificate stating how the money has been spent:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email the completed form to committee@explorepahiatua.co.nz

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| APPLICATIONS must be received by the last week of the month to be tabled for discussion at the meeting held on the first Wednesday of each month. |

##### CERTIFICATE

I hereby certify that the amount of $\_\_\_\_\_\_\_\_\_\_ received under the Explore Pahiatua Discretionary Grants Scheme has been used for the purposes stated in the application.

Receipts of payment or invoices detailing expenditure are attached.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and email to committee@explorepahiatua.co.nz