

# HALCOMBE COMMUNITY FUND (HCF) APPLICATION FORM

The Halcombe Community Trust (HCT) is the Fund Administrator of the Halcombe Community Fund (HCF).

Applications for the HCF can be received at any time during the year and the Fund Administrator will make a decision on the application at the meeting following the application or the one following, provided a quorum is present. If a quorum is not present, the decision will be rolled to the next meeting where a quorum is present.

## IMPORTANT NOTE

The Administrator will have regards to the level of the applicant's contributions to the costs of the project for which funding is sought (if relevant) and/or the contribution the group or individuals make to the community of Halcombe and the surrounding areas. The Administrator may allocate a lesser amount than requested to ensure some grantee contribution.

### Information required from Applicants:

- A completed application form. *Note: Please ensure you fill out the correct sections of the application form:*

TYPE OF GRANT	SECTION ONE	SECTION TWO	SECTION THREE	SECTION FOUR
Community Project Grant	√	√		
Hardship Grant	√		√	
Representative Grant	√			√

- Any other relevant information that the applicant believes may assist with the application.

Applications can be submitted via email [Halcombecommunitytrust@gmail.com](mailto:Halcombecommunitytrust@gmail.com) or by posting to HCT c/- 210 Mt Biggs road, RD9, Feilding 4779

Applicants are welcome to present their application. Please contact the Secretary of the Administrator to book time in the meeting agenda. The application must however be submitted via email or post with enough time (at least 2 weeks) for the members of the Administrator to read the application prior to the presentation. Please note that a decision may not be made immediately following the presentation however a decision will be made at the next meeting following the presentation, provided a quorum is present.

## SECTION ONE – ALL TYPES OF GRANTS

### 1.1 APPLICANT INFORMATION

Full name of the applicant:	
Known as:	
Postal Address:	
Street Address (if different from postal):	
I/we agree that we reside within the area specified in the HCF Terms of Reference:	<b>Yes / No</b> <i>(circle one)</i>

### 1.2 CONTACT PERSONS

Mr/Mrs/Miss/Ms:	
Contact Phone number:	
Email:	

Mr/Mrs/Miss/Ms:	
Contact Phone number:	
Email:	

### 1.3 CONFLICT OF INTEREST

Please provide disclosure of any conflict of interest regarding this application to the Halcombe Community Fund (HCF).	
--	--

## SECTION TWO – COMMUNITY PROJECT GRANT

### 2.1 ORGANISATION/GROUP INFORMATION (if relevant)

<b>2.1.1</b> When was your organisation/group formed:	
<b>2.1.2</b> Detailed background of the organisation/group, its members, aims and objectives <i>(if extra room is needed please continue on a separate sheet).</i>	
<b>2.1.3</b> Is your organisation/group registered for GST:	<b>Yes / No</b> <i>(circle one)</i>
<b>2.1.4</b> Is your organisation/group exempt from income tax <i>(please provide a copy of exemption letter):</i>	<b>Yes / No</b> <i>(circle one)</i>
<b>2.1.5</b> Is your organisation/group a registered charity <i>(please provide a copy of Charitable registration):</i>	<b>Yes / No</b> <i>(circle one)</i>
<b>2.1.6</b> Type of organisation/group <i>(Tick one):</i>	<input type="checkbox"/> Registered company <input type="checkbox"/> Trust <input type="checkbox"/> Individual <input type="checkbox"/> Incorporate Society <input type="checkbox"/> Education Institution <input type="checkbox"/> Partnership <input type="checkbox"/> Other (please detail)
<b>2.1.7</b> Demonstrate how your organisation/group contributes to the community of Halcombe and surrounding area <i>(if extra room is needed please continue on a separate sheet).</i>	

## 2.2 FINANCIAL INFORMATION

Please attached a statement of the financial position of the organisation/group for the last 12 months.

Notes to be considered with the statement of financial position:

## 2.3 FUNDING INFORMATION

<b>2.3.1</b> Total cost of the project.	
<b>2.3.2</b> Details of funds raised to date <i>(Please just put figures here. Details can be recorded below in 2.3.5, 2.3.6 and 2.3.7).</i>	
<b>2.3.3</b> Details of funds still to be raised <i>(Details of any grant applications you are awaiting decisions on can be detailed in 2.3.6 below).</i>	
<b>2.3.4</b> TOTAL GRANT REQUESTED FROM HCF.	

<b>2.3.5</b> Does your organisation/group receive funding from Local Bodies such as Council/government? If so please detail.	
<b>2.3.6</b> Has your organisation/group received or applied for any other grants towards this project?	
<b>2.3.7</b> Has your organisation/group raised any funds towards this project? If so, please provide details?	

## 2.4 PROJECT INFORMATION

<b>2.4.1</b> Physical Address of the project:	
<b>2.4.2</b> Registered Owner of the building/land:	
<b>2.4.3</b> Expected start date of the project:	
<b>2.4.4</b> Expected completion date of the project:	
<b>2.4.5</b> A detailed description of the project to be undertaken including all costs and how other funding will be provided i.e. a comprehensive plan for what you require funds for. <i>(if extra room is needed please continue on a separate sheet).</i>	

**2.5 QUOTES – Please attached actual copies of the quotes detailed below** *(if extra room is needed please continue on a separate sheet).*

<b>ITEM 1:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

<b>ITEM 2:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

<b>ITEM 3:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

## 2.6 COMMUNITY BENEFIT

<p><b>2.6.1</b> How will the project contribute to meeting the vision for Halcombe and the surrounding area? The vision being: <i>“Halcombe and the surrounding area will be a safe, supportive and progressive community. That will be attractive, valued by all and well connected to the wider district.”</i></p>	
<p><b>2.6.2</b> Demonstrate how the project delivers on at least one of the following four charitable purposes:</p> <ul style="list-style-type: none"><li>• Promoting public health.</li><li>• Providing public works and services.</li><li>• Providing public amenities and recreational facilities.</li><li>• Protecting the environment. E.g.re-vegetation, afforestation, weed control or eradication.</li></ul>	
<p><b>2.6.3</b> Explain the need for this project within our community.</p>	
<p><b>2.6.4</b> How will this project promote business growth and economic development in the community?</p>	
<p><b>2.6.5</b> Please provide details of the skills and experience within your organisation/group that will ensure the event or project is delivered successfully.</p>	

<p><b>2.6.6</b> Provide details of how any relevant legislation will be met e.g. Health and Safety, Treaty of Waitangi.</p>	
---	--



## SECTION THREE – HARDSHIP GRANT

### 3.1 SITUATION INFORMATION

<b>3.1.1</b> Please provide a detailed background of the family or individuals situation <i>(if extra room is needed please continue on a separate sheet)</i> .	
<b>3.1.2</b> If you are applying on behalf of the family/individual, what relationship do you have with them?	
<b>3.1.3</b> If you are applying on behalf of a family/individual, are they aware of this application.	<b>Yes / No</b> <i>(circle one)</i>

### 3.2 FUNDING INFORMATION

<b>3.2.1</b> TOTAL GRANT REQUESTED FROM HCF.	
<b>3.2.2</b> Details of how this grant is to be used:	
<b>3.2.3</b> Please give a detailed description of what other efforts are being made by the family, individual or others to assist with the situation.	

**3.3 QUOTES (If relevant) – Please attached actual copies of the quotes detailed below** *(if extra room is needed please continue on a separate sheet).*

<b>ITEM 1:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

<b>ITEM 2:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

**3.4 COMMUNITY SPIRIT**

<p><b>3.4.1</b> How will providing this grant contribute to meeting the vision for Halcombe and the surrounding area? The vision being:  <i>“Halcombe and the surrounding area will be a safe, supportive and progressive community. That will be attractive, valued by all and well connected to the wider district.”</i></p>	
<p><b>3.4.2</b> How does/has this family/individual contributed to the community of Halcombe and surrounding area <i>(if extra room is needed please continue on a separate sheet).</i></p>	

## SECTION FOUR – REPRESENTATIVE GRANT

### 4.1 REPRESENTATION INFORMATION

<b>4.1.1</b> Please provide a detailed description of the representation.	
<b>4.1.2</b> How is this representation linked to an educational institution and/or provides for advancement in education <i>(if extra room is needed please continue on a separate sheet)</i> .	
<b>4.1.3</b> If you are applying on behalf of the representative individual or group, what relationship do you have with them?	
<b>4.1.4</b> If you are applying on behalf of the representative individual or group, are they aware of this application.	<b>Yes / No</b> <i>(circle one)</i>

### 4.2 FUNDING INFORMATION

<b>4.2.1</b> TOTAL GRANT REQUESTED FROM HCF.	
<b>4.2.2</b> Details of how this grant is to be used:	
<b>4.2.3</b> Please give a detailed description of what other efforts are being made by the family, individual or others to contribute to the representation.	

**4.3 QUOTES (If relevant) – Please attached actual copies of the quotes detailed below** *(if extra room is needed please continue on a separate sheet).*

<b>ITEM 1:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

<b>ITEM 2:</b>	<b>Quote one:</b>	<b>Quote two:</b>
<b>Name of organisation supplying quote:</b>		
<b>Quoted cost:</b>		
<b>Accepted quote and why:</b>		

**4.4 COMMUNITY SPIRIT**

<p><b>4.4.1</b> How will providing this grant contribute to meeting the vision for Halcombe and the surrounding area? The vision being:  <i>“Halcombe and the surrounding area will be a safe, supportive and progressive community. That will be attractive, valued by all and well connected to the wider district.”</i></p>	
<p><b>4.4.2</b> How does/has this individual or group contributed to the community of Halcombe and surrounding area <i>(if extra room is needed please continue on a separate sheet).</i></p>	