

OHAI RAILWAY FUND

APPLICATION FORM FOR ORGANISATIONS

<p>Applications close: (Please indicate funding round applying for)</p> <p><input type="checkbox"/> 31 March _____</p> <p><input type="checkbox"/> 30 September _____ Late applications will not be considered</p>	<p>Post to:</p> <p>Southland District Council P O Box 903 Invercargill 9840</p> <p>Or deliver to your nearest Southland District Council office</p>
---	---

INFORMATION FOR APPLICANTS

PURPOSE OF FUND

The purpose of the fund is to provide grants and loans for the benefit of the “residents” of the former “Ohai Railway Board Area” as defined below, and on the map overleaf.

OHAI RAILWAY FUND AREA

“The boundaries of the Ohai Railway Fund Area are generally defined as:-

East - the Aparima River and from the Hundred Line at Aparima North to Home Creek.

West - the Wairaki River from the Wairaki River bridge on the Clifden/Blackmount main highway north along its course into the Takitimu Mountains.

South - the Hundred Line from Aparima to Scotts Gap, along the Scotts Gap Feldwick Road to Feldwick, along the Clifden Gorge Road to Eastern Bush, and the Otahu – Eastern Bush Road to the Wairaki River Bridge.

North - Takitimu Mountains to Home Creek, then along its water course to the Aparima River.”

The boundary of the defined area is indicatively demonstrated on the map attached to the Policy Manual, and is legally described in the New Zealand Gazette Notice, page 1671 of 11 May, 1916, that is also attached to the Policy Manual.

DEFINITION:

A “resident” being a person or a descendant of a person whose name appeared on the Parliamentary Electoral Roll during any nine year period from 1960 to 2011 (both years inclusive) and whose address at the time was within the area of the former Board.

ELIGIBLE PURPOSES:

Listed below is a summary of eligible purposes:

- To facilitate Employment Opportunities.
- The development of:
 - Community facilities, reserves and resources
 - Recreational and leadership opportunities
 - Community programmes, activities, events and charitable purposes.
 - Operating costs can be considered where they are incorporated into a specific project.**NOTE: This is not to be interpreted as an offsetting of rates.**
- Assistance may also be provided to individuals or groups taking part in events which reflect credit or provide benefit to the community.
- Consideration may be give to projects aimed at providing public utilities.
- Transport – Transport Allowance may be considered for specific projects, but does not allow for transport to and from work or study.
- Assistance for other initiatives outside the above broad categories may be provided at the discretion of the Subcommittee.

FUND ALLOCATION CRITERIA:

- Priority is given to assisting new venture and developments, particularly those which provide on-going benefit.
- The level of assistance should reflect the level of contribution from the applicant and the potential benefits.
- Priority may be given to applications where there are limited alternative means of raising funds.
- Priority may be given to supporting applicants whose opportunities are limited by difficult circumstances.
- Where projects are of equal merit levels of previous assistance may be considered when establishing priority.
- All allocations are subject to the discretion of the Subcommittee.

APPLICATIONS

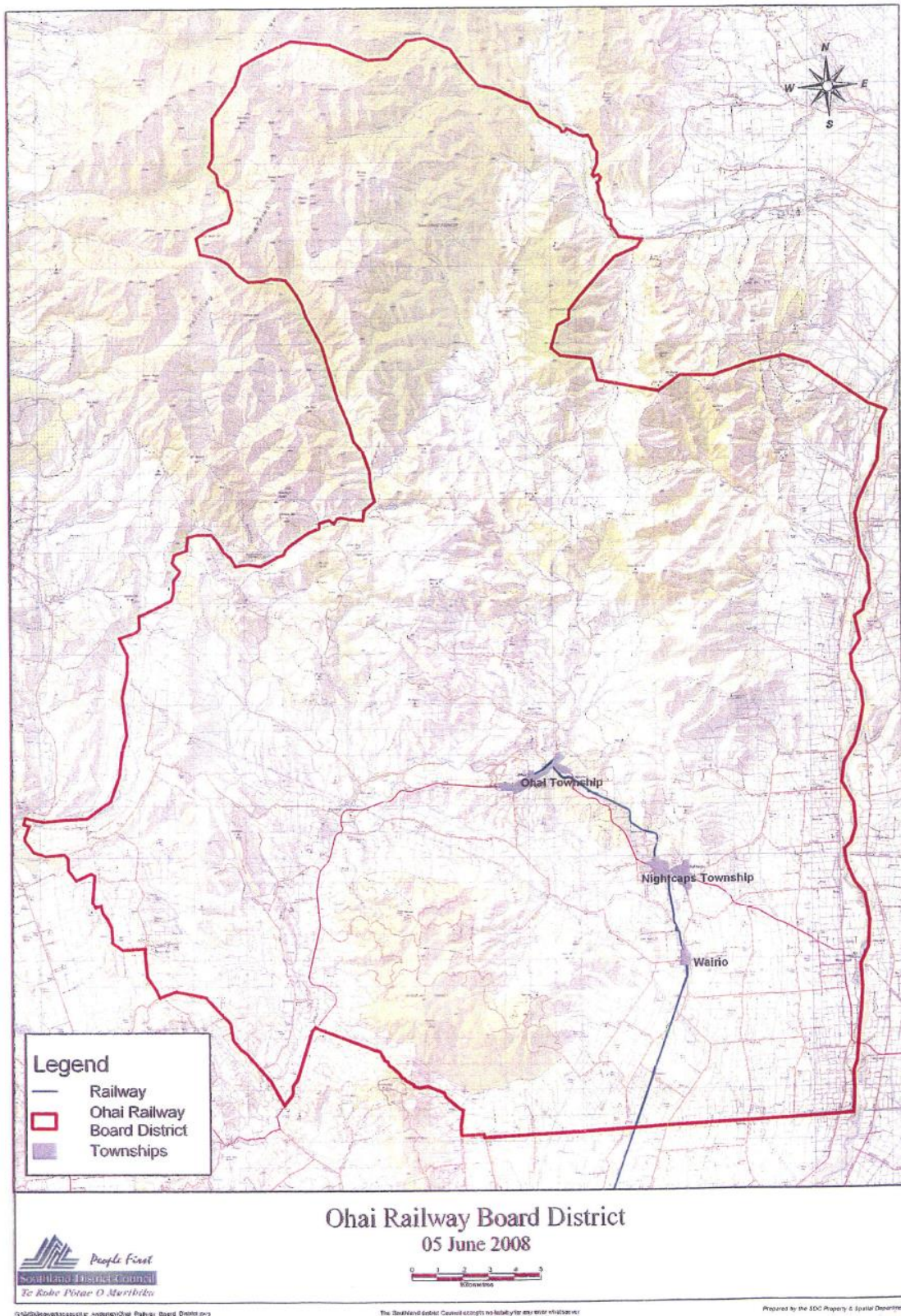
Applications are to be made on the standard application form provided.

Please note that your application will be considered at a formal meeting of the Ohai Railway Fund Subcommittee, such meetings are usually scheduled to be held approximately one month after applications close. Two members of your organisation are able to address the Subcommittee to provide further information about your application. The Ohai Railway Fund Advisor will contact you to advise the date and time of the meeting.

The outcome of your application will be advised in writing.

All payments will be made by direct credit, please complete the "New Creditor Request Form" appended to this application form and attach a printed bank deposit form.

Application forms are available from any of the Southland District Council offices, by contacting Southland District Council on 0800 732 732 or www.southlanddc.govt.nz



OHAI RAILWAY FUND

Organisation Application Form

Need help?

If you would like some help to fill out this form:

- Please read the "Information for Applicants" form attached to the front of this Application Form **carefully**.
- Contact Southland District Council on 0800 732 732.

IMPORTANT POINTS TO NOTE

- Any application submitted for building alterations or extensions to an existing building must have copies of plans, specifications and quotes attached.
- If you are seeking funding in excess of \$15,000 your application must be accompanied by a Long Term Management Plan.
- In the event of an organisation winding up within 5 years of receiving grant monies that organisation must repay the Ohai Railway Fund Subcommittee a portion of the funds allocated on a pro rata basis of 20% depreciation per annum.
- Organisations seeking funding must submit their latest financial accounts with their application.

A. YOUR DETAILS

Name of organisation _____

Postal address _____

Street address _____

Purpose or main activity of the organisation (eg: tennis, scouts): _____

CONTACT NAMES

Please give the names of two people who we can contact if we need more information. The first contact must be the person who filled out the form.

Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

1. Name _____

Phone (Day) _____ (A/H) _____

Cellphone No: _____

Email Address: _____

2. Name _____

Phone (Day) _____ (A/H) _____

Cellphone No: _____

Email Address: _____

GST number if registered

How many members belong to your club/organisation? _____

B PROJECT DETAILS

Please describe fully: (continue on a separate sheet if necessary)

1. What your organisation wants funding for?

2. Why funding is necessary?

3. How your project will benefit the organisation or community?

Start date of your project: _____ Finish date of your project: _____

4. If you intend to upgrade a building, please advise:-

Who owns the building: _____

List the organisations who use the building: _____

How often is the building used? _____

C. FINANCIAL DETAILS

- * If you are registered for GST please **DO NOT** include GST in these costs
- * Please round all figures to the nearest dollar

Project Costs	\$	Income	\$
List all the costs eligible for this project <i>Please blank out & put in your own headings where the following are unsuitable.</i>		How will your group contribute financially to the project? <i>Please blank out & put in your own headings where the following are unsuitable.</i>	
facility or equipment hire		sponsorship	
equipment purchase		fees/subs	
promotion		fundraising	
officials or coaches		loan/mortgage/debenture	
fees or registration		cash savings	
administration		grants (successful or proposed)	
transport		other?	
contractor's quote			
(A) Total cost of the project is		(B) Your contribution is	

How much money are you applying for? \$ _____

To find out how much money you should apply for, subtract **your contribution (B)** from the **total cost of the project (A)**. The answer is the amount of money you need in order for your project to go ahead.

Briefly describe any voluntary effort or donated materials provided for the project

Voluntary effort: (eg number of hours) _____

Donated materials: (eg approximate \$ value) _____

If you have applied to any other organisation for funding for this project, please list the organisation/s, the amount of money you are applying for and when you will know the result of your application.

Organisation(s)	\$ Requested	Result Date
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /

If you are an organisation based outside the defined area:

- What percentage of your members live **IN** the Ohai Railway Fund area?

D. DECLARATION (please provide two signatures)

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

We consent to the Southland District Council collecting the personal contact details provided in this application. We undertake that we have obtained the consent of the other contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name: _____

Position in organisation: _____

Signature: _____ Date: _____

Name: _____

Position in organisation: _____

Signature: _____ Date: _____

Please note: Funds will be paid directly to your nominated bank account, please attach a printed bank deposit slip.

Applications should be marked **“Ohai Railway Fund”** and be forwarded to the Southland District Council, 15 Forth Street, Invercargill, or P O Box 903, Invercargill 9840 by **5:00pm, 30 September**.

Checklist

**Please
Tick**

- | | |
|---|--------------------------|
| Have you answered every question? | <input type="checkbox"/> |
| Do your figures add up? | <input type="checkbox"/> |
| Have you attached a current and/or audited Financial Statement of Income and Expenditure and current Bank Statement (Audited Accounts preferable) | <input type="checkbox"/> |
| Have you attached quotations relevant to this project?
(where appropriate) | <input type="checkbox"/> |
| If your request for funding exceeds \$15,000 have you attached a Long Term Management Plan to your application?
(Please note Venture Southland, phone 03 211 1400, are available to assist you with such a Plan) | <input type="checkbox"/> |
| Have you attached copies of plans and specifications?
(where appropriate) | <input type="checkbox"/> |
| Have you attached evidence of community use?
(ie: those applying for facility improvement on school site) | <input type="checkbox"/> |
| If you are an Incorporated Society or Trust please append your Certificate of Incorporation. | <input type="checkbox"/> |

E. I can confirm that I have responded to all the questions asked in this application.

Signed

Position



People First

Southland District Council

Te Rohe Pōtae O Murihiku

OHAI RAILWAY FUND

Accountability Form

Please note all receipt(s) of payment and invoice(s) detailing items purchased must be attached to this form.

**Return to the address listed below within six months following the receipt of your grant
You must return this form in order to be eligible for future funding.**

Name of club/organisation _____

Amount of Subsidy _____

Project subsidy awarded for _____

Please give details of how money was spent

_____ \$

_____ \$

_____ \$

A brief description of the benefits that have been achieved with these funds

Name and signature of two people

First Contact	_____	Second Contact	_____
Signature	_____	Signature	_____
Position	_____	Position	_____
Date	_____	Date	_____

Return to:

**Southland District Council
P O Box 903, Invercargill 9840
Within six months following the receipt of your grant**