

Mayoral Discretionary Fund – Application guidelines and application form

Mayoral Discretionary Fund application guidelines

A. BACKGROUND

The purpose of the Mayoral Discretionary Fund is to provide discretionary small donations for community members, organisations and individuals seeking financial support and to consider requests for financial assistance of an emergency nature.

The maximum amount allocated per request is \$500 (five hundred dollars) however applications above this amount for significant projects may be considered on their merit.

Allocation decisions are made at the discretion of the mayor, deputy mayor, and a councillor, subject to the availability of funds.

Generally, allocations will only be made to assist groups or individuals who live or are based in Southland District, however exceptions may be made for applications of an emergency nature involving visitors to the district or to make a grant to another territorial authority in the event of a natural disaster.

B. ELIGIBLE PURPOSES

The fund is generally used for the following purposes:

- to assist an individual towards achieving their potential or for groups to help build communities
- to contribute towards the cost of an individual or group attending a sporting, cultural, or other major event where they are representing the district, region, or nation
- to assist with the development and implementation of a local project scheme or initiative.

C. ELIGIBILITY

Generally, allocation will only be made to assist groups or individuals who live or are based in the Southland District, however exceptions may be made for applications of an emergency nature involving visitors to the district or to make a grant to another territorial authority in the event of a natural disaster.

D. APPLICATIONS

Application form must be sent to the mayor including the following details:

- name of person/organisation seeking the grant
- contact details (postal address, phone number and/or email address)
- purpose of the grant application, including how the individual/community will benefit from the allocation
- amount sought (indicate whether GST inclusive or exclusive)
- two references testifying that the application is made in good faith by the individual/organisation, as well as the need/justification for the application
- list of other organisations who the applicant has made funding requests for the same purpose as this application (if applicable)
- details of whom the payment is to be made to, including a bank deposit slip.

The application process may be waived if financial assistance is of an emergency nature.

Retrospective applications may be considered.

Recurring funding requests will not be considered; however, applications can be made over successive years.

Applications for funding to assist a political party or for fundraising of a political nature will not be considered.

Successful applicants must complete the Mayoral Discretionary Fund Accountability Form after the funds have been used including the following details:

- provide a receipt for funding received
- acknowledge the Council's contribution at the event, or in written documentation
- confirmation that funds are used for the sole purpose for which they were granted
- indicate the outcome of the event or program (include relevant photos or media clippings where applicable)
- return any unused funds.

E. FUND ADMINISTRATION

The mayor, in consultation with the deputy mayor and one councillor may approve funding applications that have met the criteria.

All applicants will receive written confirmation of grants.

Except for emergencies, no funding applications will be considered during the 3-month pre-election period of local authority elections.

If an application is approved, the chief executive of Southland District Council will authorize the payment.

Mayoral Discretionary Fund application form

POST TO:	
The Mayor Southland District Council PO Box 903 Invercargill 9840	
APPLICANT DETAILS	
Name of individual or organisation	
Postal address	
Phone Number	
Email Address	
Amount of funding requested (NZ\$)	\$

APPLICATION DETAILS
Purpose funding application, including how the individual or community will benefit from the allocation: (continue on a separate sheet if necessary)

EMERGENCY APPLICATION
Request is of an emergency nature (application process may be waived) <input type="checkbox"/>

Bank account number to direct credit grant payment if application successful:																				
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PLEASE PROVIDE VERIFICATION OF YOUR BANK ACCOUNT DETAILS. THIS CAN BE A SCREEN SHOT OR BANKING SLIP AND IT MUST BE ATTACHED TO YOUR APPLICATION.

DECLARATION	
We/I hereby declare that the information supplied here is correct.	
We/I consent to Southland District Council collecting the personal contact details provided in this application and retaining and using these details. This consent is given in accordance with the Privacy Act 2020 .	
Name	
Position in organisation (if relevant)	
Signature	Date

Please attach	Check
Two references testifying that the application is made in good faith by the individual or organisation, as well as the need or justification for the application	<input type="checkbox"/>
List of other organisations who the applicant has made funding requests for the same purpose as this application	<input type="checkbox"/>
Details of whom the payment is to be made to, including a bank deposit slip	<input type="checkbox"/>
Letters of support (if applicable)	<input type="checkbox"/>

PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.