

Stewart Island/Rakiura Visitor Levy Fund

Information and Application Form

APPLICATIONS CLOSE:

The second Friday of May each year

Applications received after the closing date will not be considered

SEND TO:

Southland District Council

PO Box 903

Invercargill 9840

Email to funding@southlanddc.govt.nz or deliver to your nearest Southland District Council Office

ANY QUERIES TO:

Kathryn Cowie on 0800 732 732

Please read on to check whether you are eligible to apply

PURPOSE

Southland District Council Stewart Island/Rakiura Visitor Levy Fund is available to support:

1. Activities and facilities used by, or for the benefit of, visitors to Stewart Island/Rakiura;
2. Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island/Rakiura.

Allocation decisions are made by the Stewart Island/Rakiura Visitor Levy Committee.

Please note that funding is not provided retrospectively.

STRATEGIC PRIORITIES

Funding applications must show alignment with the Southland Murihiku Destination Strategy 2019-2029.

The Southland Murihiku Destination Strategy's vision for Southland is to be recognised as a distinct visitor destination (and a place to live, work and invest) guided by strong sustainability principles and values.

Underpinning this vision are five guiding principles:

- Whanaungatanga/together
- Ohanga/whairawa
- Kaitiakitanga
- Diversity
- Manaakitanga

Additionally, there are a number of 'activation areas' which are aligned with the guiding principles. These can be found on page 9 of the Southland Murihiku Destination Strategy.

Assistance for initiatives outside the above strategic priorities may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee. However, all funding must fit within the purpose of the fund to comply with the sections 3 and 6 of the Southland District Council (Stewart Island/ Rakiura Visitor Levy) Empowering Act 2012.

GENERAL ALLOCATION CRITERIA

The fund will only provide assistance to applications that align with the purpose of the fund.

The strength of an application will be determined by the extent to which the projects benefits visitors and/or mitigates the adverse effects of visitors on the environment.

Applications that primarily benefit a single or limited number of persons or entities will be given a low priority. The committee will have regard to the extent that the application will also benefit the wider community.

Funds are unlikely to be allocated to commercial projects and services.

Applications must show alignment with the Southland Murihiku Destination Strategy 2019-2029, specifically the vision, guiding principles, and activation areas (page 8 and 9). However, assistance for initiatives outside that do not align with the Southland Murihiku Destination Strategy 2019-2029 may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee.

Local and central government may make applications for funding.

Applications projects on Ulva Island will be considered.

Operational costs will be considered.

Co-funding sourced from other organisations is encouraged, however, funding from the Stewart Island/Rakiura Visitor Levy Fund will not be allocated until all additional funding for the project has been formally secured.

Applications close at 5.00 pm on second Friday of May each year. Late applications will not be accepted.

The funding process will be administered by Southland District Council and funding allocations will be made by the Stewart Island/Rakiura Visitor Levy Committee.

Funding will not be allocated retrospectively.

Successful applicants will be required to sign an accountability form before 31 May, the year after the subcommittee grants the applicant funds. If the applicant hasn't used all (or any) of the funds by that time, the accountability form must still be completed. The committee will not give further funding to applicants if they have not returned their accountability form to Council.

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

Stewart Island/Rakiura Visitor Levy Fund

APPLICATIONS CLOSE:	Second Friday of May each year		(Year)
Please state the year in which funding is sought			
SEND TO:			
Southland District Council PO Box 903 Invercargill 9840			
Email to funding@southlanddc.govt.nz or deliver to your nearest Southland District Council Office			
ANY QUERIES TO:			
Kathryn Cowie on 0800 732 732			
YOUR DETAILS – PLEASE COMPLETE			
Name of organisation			
Postal address			
Street address			
CONTACT NAMES			
Please give the names of two people who can be contacted if further information is required. 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.			
Name		Phone	(day)
Email			(evening)
Name		Phone	(day)
Email			(evening)
Bank account number to direct credit grant payment if application successful:			
PAYEE DETAILS – PAY TO THE CREDIT OF			
Name of bank		Branch	
Name of account			
Bank	Branch	Account No	Suffix
TO HELP SPEED THE PROCESS UP IN THE EVENT OF YOUR GRANT BEING APPROVED, CAN YOU PLEASE PROVIDE VERIFICATION OF YOUR BANK ACCOUNT DETAILS. THIS CAN BE A SCREENSHOT OR BANKING SLIP AND IT MUST BE ATTACHED TO YOUR APPLICATION.			
GST Number (if applicable)			

WHAT ARE YOU APPLYING FOR – PLEASE TICK ALL THAT APPLY			
Funding for an activity or facility used by, or for the benefit of, visitors to Stewart Island/Rakiura			<input type="checkbox"/>
Funding for an activity or facility to mitigate the adverse effects on the environment from visitors to Stewart Island/Rakiura			<input type="checkbox"/>
PROJECT DETAILS			
What is the name of your project?			
Please describe fully: (Continue on a separate sheet if necessary)			
For what purpose does your organisation seek a Stewart Island Rakiura Visitor Levy grant?			
How will your project directly benefit visitors or mitigate the adverse environmental effects of visitors?			
How does your application demonstrate alignment with the Southland Murihiku Destination Strategy’s vision, guiding principles, and activation areas? <i>(please attach a separate page if necessary)</i>			
Start date of your project		Finish date of your project	
Does your project relate to infrastructure or capital works? <i>If yes, please continue. If no, please move to the “presentation” section</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the current status of the facility or infrastructure?			
Does the facility have a long-term development and maintenance plan?			<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES PLEASE ATTACH			
Does your project involve conceptual or site plans?			<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES PLEASE ATTACH			
Does your project require resource or building consent?			<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, PLEASE STATE THE STAGE OF APPROVAL			

PRESENTATION	
Applicants can choose to make a presentation in support of their application. Presentations are limited to five minutes. An additional five minutes will be available for questions from the Stewart Island/Rakiura Visitor Levy Committee if required. Applicants will be advised of the time, date and location of presentations.	
I wish to make a presentation in support of my application	<input type="checkbox"/>
I do not wish to make a presentation in support of my application	<input type="checkbox"/>
I am available to make a presentation in support of my application if required by the committee	<input type="checkbox"/>

FINANCIAL DETAILS	
Are you registered for GST?	<input type="checkbox"/> No <input type="checkbox"/> Yes
GST Number	

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

Please round all figures to the nearest dollar.

EXPENDITURE	\$	INCOME	\$	
Project costs	GST Inclusive or GST Exclusive	Your contribution		
		Fees/subs		
		Fundraising		
		Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
		Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
(a) Total cost of the project is		(b) Total Income		

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)
How do you envisage paying for the future operational costs of this project?

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)			
We		consent to Southland District Council	
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name			
Position in organisation			
Signature		Date	
Name			
Position in organisation			
Signature		Date	
Checklist - please attach			<input checked="" type="checkbox"/>
A current statement of financial position or financial performance for your organisation			<input type="checkbox"/>
A current bank statement			<input type="checkbox"/>
Quotations, where relevant			<input type="checkbox"/>
Evidence of legal status (if applicable)			<input type="checkbox"/>
Conceptual or site plans (if applicable)			<input type="checkbox"/>
Project plan including timelines (if applicable)			<input type="checkbox"/>
Development and maintenance plan (if applicable)			<input type="checkbox"/>
Letters of support (if applicable)			<input type="checkbox"/>
THESE ITEMS WILL COMPLETE YOUR APPLICATION			