

# Southland District Heritage Fund

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## APPLICATIONS CLOSE:

31 March and 30 September each year

Late applications will not be considered

## POST TO:

Southland District Council, PO Box 903, Invercargill 9840

Or deliver to your nearest Southland District Council Office

## ANY QUERIES TO:

Tina Harvey on 0800 732 732

Please read on to check whether you are eligible to apply

### Purpose of the Southland District Heritage Fund

The Southland District Heritage Fund is to support the conservation of heritage collections and encourage the development and application of professional museum standards to heritage collections held within Southland District Council boundaries.

- the fund is available to public benefit entities based within the boundaries of Southland District Council who hold heritage collections or items
- the fund is available to assist with the day-to-day running of the local museum, heritage centre or similar type organisation including:
  - operational activities
  - routine building maintenance
  - the attainment of professional museum standards
  - staff training

- **please note** - that funding is not provided retrospectively
- **please note** - funding is not provided for the operational costs associated with the provision of i-SITE services
- total fund available for distribution each year is \$60,000.

## **GENERAL ALLOCATION CRITERIA**

### **Guidelines**

Priority will be given to applications that demonstrate the following:

- the collection or items are of significance to Southland District
- the collection provides significant benefit to the public as opposed to private benefit
- the applicant is following good sector practice around collection management and is aiming to improve its standards. One example of this would be the adoption of a Collections Management Policy
- the relevant financials and budgets show sound planning practices are in place
- the applicant is working with other organisations, which may include museums or heritage centres, to share resources where possible
- there is an urgent need for financial support to prevent damage or deterioration to the collection.

### **Other funding schemes administered by Southland District Council:**

#### **Southland District Council Community Initiatives Fund**

- **Community facilities or amenities including:**
  - community centres/halls/war memorials
  - local reserves and picnic areas
  - playgrounds
  - walkways and tracks
  - sports fields
  - swimming pools
  - changing room facilities associated with the above
- **sport and recreational opportunities**
- **community programmes, activities or events.**

#### **Creative Communities Scheme (Creative New Zealand)**

The proposed project must meet one or more of these three funding criteria:

- **broad community involvement** – The project will create opportunities for local communities to engage with and participate in arts activities
- **diversity** – The project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity
- **young people** – The project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

#### **Sport NZ Rural Travel Fund**

- for assisting with transport expenses associated with participating in regular local competitions. Sport clubs and school based clubs with young people aged between 5-19 years are eligible to apply.

**Funding application forms are available from all Southland District Council Offices, by telephoning 0800 732 732, email: [emailsdcs@southlanddc.govt.nz](mailto:emailsdcs@southlanddc.govt.nz), or download from website [www.southlanddc.govt.nz/my-council-/funding-and-grants-/application-form/](http://www.southlanddc.govt.nz/my-council-/funding-and-grants-/application-form/)**

Funding Rounds Close 31 March and 30 September

## Southland District Heritage Fund

<b>APPLICATIONS CLOSE:</b>	<input type="checkbox"/> 31 March		(Year)
(Please indicate funding round applying for)	<input type="checkbox"/> 30 September		(Year)
<i>Late applications will not be considered</i>			
<b>POST TO:</b>			
Southland District Council PO Box 903 Invercargill 9840			
Or deliver to your nearest Southland District Council Office			
<b>ANY QUERIES TO:</b>			
Tina Harvey on 0800 732 732			
<b>Please note:</b>			
If your organisation has received funding previously, please ensure that the accountability form has been returned to a Southland District Council office so that this application can be considered.			
<b>YOUR DETAILS</b>			
Name of organisation:			
Postal address			
Street address			
<b>Contact names</b>			
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)
<b>Bank account number to direct credit grant payment if application successful:</b>			
<b>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 SCREEN SHOT OR BANKING SLIP AND IT MUST BE ATTACHED TO YOUR APPLICATION.</b>			
<b>WHAT ARE YOU APPLYING FOR? (PLEASE TICK APPLICABLE BOX)</b>			
The conservation of a heritage collection / item	<input type="checkbox"/>		
The development of professional museum standards.	<input type="checkbox"/>		
Staff training	<input type="checkbox"/>		
Operational costs: power, building maintenance, insurance, other	<input type="checkbox"/>		

How many members belong to your club/organisation?		
How many members live in Southland District Council area?		
<b>Project details (continue on a separate sheet if necessary)</b>		
Operational costs: power, building maintenance, insurance, other		
For what purpose does your organisation seek a Southland District Heritage Fund grant?		
How will your project benefit the organisation and/or community?		
If your application relates to a facility – who uses the facility and how often?		
If your application relates to a facility – who owns the facility?		
Does the facility have a long term development and maintenance plan?		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
Start date of your project		Finish date of your project
<b>Operating hours</b>		
If your facility is open to the public please indicate hours of operation.		
<b>Operating details</b>		
If your application relates to operating expenses – please attach your organisation’s annual operating budget for the forthcoming year.		

<b>FINANCIAL DETAILS</b>										
Are you registered for GST?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	GST number							
<b>Applicants that are not GST-registered need to provide budget figures that include GST</b>										
<b>Applicants that are GST-registered need to provide budget figures that exclude GST.</b>										
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.

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

How much money are you applying for?	\$
<b>Briefly describe any voluntary effort or donated materials provided for the project.</b>	
Voluntary effort (eg number of hours)	
Donated materials (eg approximate \$ value)	
If your application relates to operational costs - how do you envisage paying for the future operational costs?	

<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
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	
<b>Please attach</b>			<b>Check</b>
a current statement of income and expenditure			<input type="checkbox"/>
a current bank statement from your organisation			<input type="checkbox"/>
quotations, where relevant			<input type="checkbox"/>
letters of support (if applicable)			<input type="checkbox"/>
Operating budget (if applying for operating expenses)			
These items will complete your application.			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			