

Stewart Island/Rakiura Visitor Levy Fund

Information and Application Form

APPLICATIONS CLOSE:

31 March each year

Applications received after the closing date 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:

Megan Seator 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:

Activities and facilities used by, or for the benefit of, visitors to Stewart Island.

Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island.

Allocation decisions are made by the Stewart Island/Rakiura Visitor Levy Committee. The committee will give priority to applications for activities or projects that can demonstrate the widest public benefit. Applications that primarily benefit a single or limited number of persons or entities will be given a low priority.

Please note that funding is not provided retrospectively and the Southland District Council Stewart Island/Rakiura Visitor Levy Fund will not be used to fund activities or services with a primarily commercial focus.

STRATEGIC PRIORITIES

Funding applications must show alignment with the Stewart Island Visitor Strategy (2010 - 2015).

Some aspects of the strategy focus' on commercial activity (eg Goals 1, 2 and 4). Applicants are reminded that projects with a primarily commercial focus will not be prioritised and are advised to ensure that applications demonstrate a wide benefit to visitors to Stewart Island.

Priority will be given to applications that develop:

- **tourism-related infrastructure**
- **the look and feel of the Oban township.**

Assistance for other initiatives outside the above broad categories 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 (www.venturesouthland.co.nz/funding).

GENERAL ALLOCATION CRITERIA

The fund will provide assistance to only those projects that are for the benefit of visitors to Stewart Island or mitigate the adverse effects of visitors on the environment. Funds are unlikely to be allocated to commercial projects and services.

Applications which demonstrate the widest public benefit will be prioritised.

The fund is available to all individuals and community groups however; applicants seeking assistance for activities and services with a primarily commercial focus are discouraged from making an application.

Applications must show alignment with the Stewart Island Visitor Strategy (2010-2015) excluding Sections 4.2, 4.3, 4.5, and associated sub-sections.

Allocations can be made to fund services and facilities on Ulva Island.

Applications must include the completed application form and any other supporting information.

Applications will be administered by Southland District Council and funding decisions will be made by the Stewart Island/Rakiura Visitor Levy Committee.

Applications close at 5.00 pm on 31 March. Late applications will not be accepted.

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.

Successful applicants will be required to sign an accountability form at the conclusion of their project. The form will require applicants to provide proof that the project has been completed as per the details provided in the funding application.

Priority will be given to projects that support development of tourism-related infrastructure and enhance the look and feel of Oban.

Level of assistance provided will be based on the merit of the project and potential benefits to the Stewart Island community as determined by the Stewart Island/ Rakiura Visitor Levy Committee.

Funding will not be allocated retrospectively.

Applications received after 5.00 pm on 31 March will not be accepted for the current funding round however; they may be considered in the next annual funding round.

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:	<input type="checkbox"/> 31 March each year		(Year)
Please state the year in which funding is sought			
POST TO:			
Southland District Council PO Box 903 Invercargill 9840			
Or deliver to your nearest Southland District Council Office			
ANY QUERIES TO:			
Megan Seator 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 SCREEN SHOT 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			<input type="checkbox"/>
Funding for an activity or facility to mitigate the adverse effects on the environment from visitors to Stewart Island.			<input type="checkbox"/>
Funding for the development of tourism-related infrastructure.			<input type="checkbox"/>
Funding for a project that will enhance the look and feel of Oban			<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?			
If your application relates to a facility or infrastructure – 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			
In some instances a statement of position from an accountant detailing current assets and liabilities may be required as a condition of receiving a grant. Do you have a current “statement of position”?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF YES PLEASE ATTACH			
How will your project directly benefit visitors to Stewart Island?			
How does your application demonstrate alignment with the Stewart Island Visitor Strategy (2010-2015)?			
Start date of your project		Finish date of your project	

PRESENTATION (OPTIONAL)

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.

I do not wish to make a presentation in support of my application.

I am available to make a presentation in support of my application if required by the committee.

FINANCIAL DETAILS

Are you registered for GST? No Yes GST Number

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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 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"/>
Development and maintenance plan (if applicable)			<input type="checkbox"/>
THESE ITEMS WILL COMPLETE YOUR APPLICATION			