

COSTER FUND GUIDELINES

1. Applicants must be based within the Mataura Ward of the Gore District Council.
2. Applicants must be not-for-profit organisations. Applications from private individuals or companies and other legal entities with a profit motive, will not be considered.
3. Funds will be distributed to projects which are deemed to benefit the Mataura Community.
4. Operating expenses such as building maintenance, power, rates insurance or salaries are ineligible for funding.
5. The Coster Fund Distribution Sub-Committee will only approve a maximum grant of 50% of the total project cost. Applicants will need to demonstrate how the balance of the project is to be funded.
6. **The closing date for applications is Friday 16 December 2016.**

COSTER FUND: APPLICATION FORM

ORGANISATION DETAILS (All applicants to complete)

Registered or Full Name of Organisation

Organisation Postal Address
(Include postcode)

Organisation Street Address

Organisation Legal Status

Incorporated Society Charitable Trust Charitable Commission Number (if applicable)

Other (please specify)

CONTACT DETAILS (All applicants to complete)

Name Position

Telephone Email Address
(landline and mobile)

Name Position

Telephone Email Address
(landline and mobile)

GRANT DETAILS (All applicants to complete and please use separate sheets if necessary)

Briefly state what your organisation does:

What does your organisation want the grant for?

What will the benefit be for the Mataura community?

Explain how your organisation will continue to fund any on-going costs associated with the project (e.g maintenance and other associated costs).

Approximately how many people will directly benefit? Total Number

PROJECT GRANT DETAILS (Project Grant applicants to complete)

What are the proposed project time frames? Start date Finish Date

Is your organisation registered for GST? Yes (please ensure the project below is GST inclusive) No (please ensure the budget below is GST exclusive)

Project Budget:

COSTS	
Expense	Amount
Total Costs	

SOURCES OF FUNDING/FUNDRAISING		
Raised to date from	Amount	
Still to be raised from	Amount	Date Funding Outcome Due
Total Funding		

It is important to ensure that total costs equal total funding

Please confirm the amount you are requesting from the Coster Fund. Amount of Grant \$ Total Budgeted Expenses \$

ORGANISATIONAL FINANCIAL DETAILS (All applicants to complete)

Please provide details from your organisation’s latest audited financial statements: Year ended/...../.....

Total Annual Income Total Annual Expenses Surplus/Deficit

What levels or reserves if any, does your organisation currently have?

Please detail why any of these reserves CANNOT be used for the purpose of this application.

DECLARATION AND PRIVACY ACT 1993 AUTHORISATION (All applicants to complete)

This declaration and authorisation relates to information in this application that the Coster Fund Distribution Sub-Committee may hold about your organisation now or in the future.

- We hereby declare that we are authorised to submit this application and that any grant received will be used for the purpose for which it was approved.
- We authorise the Coster Fund Distribution Sub-Committee to use this information for the purposes of administration and consideration of this application.
- We authorise the Coster Fund Distribution Sub-Committee to make any enquiries of any third parties, (which may involve discussing information contained in this application) or undertake audits of our organisation in connection with this application.
- We hereby declare that the project has not been started or committed to.
- We hereby declare that the information provided in this application is true and factual.
- We authorise the Coster Fund Distribution Sub-Committee to advertise or publish the name of our organisation and the amount of the grant approved if this application is successful, including disclosure of this information to other funding agencies.
- We acknowledge that any decision made by the Coster Fund Distribution Sub-Committee is final.

Name of contact person:

1. Signature Date

Name of contact person:

2. Signature Date

NOTE: This form **MUST** be signed by the two contact persons from your organisation listed at the front of the form.

REQUIRED DOCUMENTATION (All Applicants to complete)

The following documents are required to accompany your organisation's grant application:

- A copy of your organisation's Constitution, Trust Deed, Rules etc.
- A copy of your organisation's most recent annual audited financial statements.
- A copy of your organisation's most recent bank statement for **all** accounts, including investments.
- A copy of the minutes of your organisation's most recent Annual General Meeting.
- A coded deposit slip for direct crediting purposes, if your application is successful.
- A letter from Inland Revenue (or the Charities Commission if your organisation is a registered charity) confirming your organisation's tax exempt status. Contact Inland Revenue/Charities Commission if you need help in this area.

AN IR15C CERTIFICATE IS NOT ACCEPTABLE AS EVIDENCE OF TAX EXEMPT STATUS