

Your details

* indicates a required field

In this Whangarei Communities Fund application, you'll be asked to provide:

- contact details for yourself, your organisation, and other organisation details to confirm eligibility
- a detailed project proposal clearly outlining who this will support, why it is needed, and why we should consider supporting it
- a clear project budget that lists what your project will cost and how you intend to fund it
- supporting documents including quotes, financial performance report, and proof of bank account.

You'll also be asked to declare any conflicts of interest, and agree to our grant terms and conditions.

Save your progress regularly.

Organisation details

Eligible applicants must be Whangarei-based, not-for-profit organisations with a formal structure.

Our criteria changed in July 2024. Read our full criteria in the [Application Guide](#) to make sure you are eligible to apply.

Organisation name *

Organisation Name

Make sure you provide the same name that is listed in official documentation.

Are you GST registered?

- No - include the full cost of items in your budget (GST inclusive)
- Yes - exclude GST in your figures as necessary

GST number *

Must be a number.

Registration details

Most community organisations have an NZBN (New Zealand Business Number) and/or a Charities, Incorporated Societies, or Māori Land registration number.

Please select which you are able to provide.

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Can't confirm your legal status? Please contact us to check if your organisation is eligible to apply: phone 09 430 4200 and ask for the funding advisor or email funding@wdc.govt.nz.

Select which registration detail(s) you have: *

- NZBN number (13 digits)
- Charities (CRN) number (CC.....)
- Other:

At least 1 choice must be selected.

Under Other, please enter your alternative registration number.

NZBN look up

Enter your NZBN and select Lookup *

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

Charities registration number

Enter your NZ Charity Registration Number (CRN) and select Lookup *

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status

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Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Your contact details

Please provide your name, phone number and email address so we can contact you about this application.

Project contact *

First Name

Last Name

What position do you hold in the organisation?

- I am a paid staff member
- I am on the trust/board/committee as an executive member
- I am on the trust/board/committee as a general member
- Other:

If other, please describe your relationship to the organisation (e.g. third party fundraiser). You may also need to provide proof of the organisation's support of this application.

Phone number *

Email address *

Organisation's administration contact

Please provide **alternative contact details**, such as the person who looks after your organisation's accounts and invoicing.

We will use this if we can't reach you, and/or when it comes to paying the grant to your organisation (if successful).

Have you got SmartyFile?

We recommend creating a SmartyFile organisational account and adding this person as an approved contributor to your application. This means they will be able to receive future notifications relating to this application/grant. See the [SmartyGrants Help Guide](#) for details.

Admin contact name *

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First Name

Last Name

Admin phone *

Admin email *

Project details

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Project title *

Must be no more than 200 characters no more than 10 words.
Provide a name for your project/application.

Project proposal

By 'project' we mean what you are specifically applying for.

This is a contestable fund, so you should **make sure your application is strong and competitive (but also succinct)**.

WHEN: When will your project take place?

Note that we can't fund projects that have already started or are financially committed to (i.e. you've paid a deposit or started advertising).

WHERE: Where will your project take place?

You can either enter the venue name or a street address. For example: at Forum North, at your clubrooms (with address), online, or 'a Whangarei venue to be determined'

WHAT: Tell us what your project is about, your request and what you want to do

Tip: Be succinct and on point, focused on the project and funding specifically that you are asking for.

WHO: Tell us about the intended beneficiaries of this project. Include who and how many.

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Tip: Try to be specific. Help us to understand who this funding will be supporting. Think about the impact too, for example - will it increase visitors or membership? Be realistic in your numbers.

WHY: What difference will your project make and why should it be funded?

Tip: Demonstrate the positive difference your project will make. Help us to understand why it is important to support your application.

HOW: Briefly describe how this project will be delivered and how you will ensure its success.

Tip: We want to see that you have a clear plan, will follow best practice and any legal requirements, are mitigating any risks, and are collaborating with the right people to deliver a positive outcome.

Funding priorities

Applications must meet at least one of our Community Funding Priorities:

Arts, Culture, and Heritage: To support and celebrate the history, language, culture, and arts of our diverse communities.

Recreation and Sport: To support and deliver a variety of recreational and sporting opportunities for all ages, abilities, and life stages.

Environment: To support initiatives that:

- - make a positive difference to our environment
 - enable kaitiakitanga of our taiao
 - raise environmental awareness
 - support resilience to climate change impacts.

Community Well-being: To support initiatives that:

- - enable equitable outcomes
 - raise community resilience, participation, and connection
 - help create safe, healthy, thriving communities.

Select the Funding Priority that best applies to your project: *

- Arts, Culture, and Heritage
- Recreation and Sport
- Environment
- Community Well-being

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Describe how your project aligns with and contributes to the Funding Priority selected above: *

District Wards

Tell us which ward your project will benefit most. You can find out more about voting wards on our [website](#).

Which district ward will your project benefit most?

- Bream Bay
- Hikurangi-Coastal
- Mangakahia-Maungatapere
- Whangarei Heads
- Whangarei Urban
- Whangarei District Maori Ward
- Whangarei District-wide

Project budget

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Total amount requested - how much are you applying for? *

\$

If you are GST registered, exclude GST from this amount.

Provide a clear and complete budget for your project. Help us to understand what it will cost and how you intend to pay for it.

If you are GST registered, use the GST-exclusive figures in your budget (if not, use the GST-inclusive figures).

If your budget is detailed (ie more than 6 expense types), you can enter your *total* expenses and *total* income below. Then upload a budget as Supporting Information when prompted.

What will your project cost? (project expenses)

Use one line per expense type, for example 'marketing'. Click 'Add More' to add your next expense type.

Expense type	Expense amount	Notes
	\$	

How will you pay for your project? (project income)

Use one line for each income type (e.g. 'own contribution' or 'Lotteries grant'). If you have nothing to contribute and are seeking the full amount of the project, you can enter \$0.

Co-funding: If you are asking for \$10,000 or more, note that we will only fund up to 70% of the total project cost. Applications that can show contributions from other sources may be prioritised.

Do not include the amount you are seeking from us.

Income type	Income amount	Notes
	\$	
<small>If none, enter 'none' and \$0.</small>		

In-kind support

In-kind support includes donated time, materials, or services.

Is there any in-kind support for the project that you want to mention?

Budget totals

These will automatically calculate from your entries above.

Total project income

Total project expenses

Expenses less income (funding gap)

This is the funding gap and is the maximum amount you can apply for.

Supporting documents

* indicates a required field

You must provide:

- Latest financial performance report
- Proof of bank account
- Quotes or other evidence of your expenses.

It is also recommended to provide:

- evidence of community support,
- evidence of any confirmed grant funding

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- photos (where relevant - particularly important for any facility maintenance projects),
- any other information that will help to evidence and strengthen your proposal.

See our [Application Guide](#) for advice on supporting information.

Please have your files "print-ready":

- images are around the right way
- similar documents are grouped together into a single file and labelled accordingly (e.g. "Quotes", "Letters of support")
- files have been compressed/reduced to be under 5MB.

There are some restrictions to file types and sizes. If you receive an error, please try changing it to another file type.

Proof of bank account *

Attach a file:

This must show the account name and number and be the same as the named applicant.

Latest financial performance report *

Attach a file:

This can be audited accounts, statements of financial position and performance, or treasurer's annual income, expenditure, and position report.

Quotes for expenses *

Attach a file:

You must provide quotes or rationale for all expenses in your budget. One quote per expense is sufficient, and email trails are accepted.

Any other supporting information

Attach a file:

Declarations

* indicates a required field

Declaring interests

Please declare any financial or non-financial interests in this project, whether real, potential, or perceived.

Interests can include:

- **you, your family or a business you are associated with** stands to benefit financially or materially from a successful application (for example, if the application includes a request for wages that will be paid to you);
- **members of the Trust, their families or businesses** stand to benefit financially or materially from a successful application (for example, if a family member of one of the

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trustees is a contractor who will be engaged to do the work that the grant would pay for);

- **any elected members (Councillors) or staff of Council, or their businesses** are in any way involved with the project or the Trust (for example, if an elected member is on your board or a staff member is providing advice whether in a personal or professional capacity).

Do you have any interests to declare? *

- Yes
- No

Declaration of interest

Please describe any known interests below:

Terms and conditions

If the application is successful, we agree to:

- complete and return the Letter of Offer within two months. We understand that grant payments will only be made to a bank account in the name of the applicant group.
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within the approved timeframe
- discuss with the Community Funding Coordinator if any issues arise that may impact the success of the project and meeting grant obligations
- return any unspent money to Whangarei District Council if the project is cancelled or completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- submit a Funding Report at the completion of the project and any interim milestone reports as requested
- keep all invoices and receipts accounting for the full amount of the grant or loan for 12 months and provide these if requested
- return any monies granted should any breach of the above conditions occur.

Declaration

I/we accept the grant terms and conditions stated above. *

- Yes

I declare that I have authority to make this application on behalf our organisation and that the information supplied here is true and correct. *

- Yes

Feedback

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Feedback

Before you REVIEW and SUBMIT your application please take a moment to provide some feedback.

About how long did it take you to prepare this application? *

- Under 1 hour
- 1-3 hours
- 3-5 hours
- Over 5 hours

Please indicate how you found the online application process: *

- Easy
- Neutral
- Difficult

Comments and suggestions:

We welcome constructive feedback.