



COMMUNITY ORGANISATION GRANTS SCHEME GRANT APPLICATION FORM



In submitting this application you and/or the organisation you represent (hereafter referred to as the "applicant"), acknowledge and agree that the Department of Internal Affairs may disclose to or obtain from any other government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to:
The Privacy Officer, Department of Internal Affairs, P.O. Box 805, Wellington

OFFICE USE ONLY:

Client number:

Application number:

Date received:

Date acknowledged:

HELPFUL HINTS TO GET YOU STARTED

We recommend you have all the information you need at your fingertips when completing your application. To assist you here is an index of the sections to be completed.

A quick and easy way to submit your application is online at www.cdgo.govt.nz where there are help sections to assist you.

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SECTION A: CONTACT DETAILS

A1. What is your organisation's name? *(If you have a registered name please use this. If you are a local branch of a national organisation please specify - e.g. Royal N.Z. Plunket Society Manawatu)*

Full name of organisation

NOTES FOR QUESTION A6

An application must be completed for each Local Distribution Committee (LDC) you are applying to

Which LDC is your organisation applying to for a COGS grant?

LG&C Office	LDCs Administered by the LG&C Office
Kaitaia	Far North
Whangarei	Whangarei/Kaipara
Auckland/Waitakere	Rodney/North Shore Waitakere City Great Barrier
Manukau	Auckland City Manukau Papakura/Franklin
Hamilton	Waikato West Hauraki Kirikiriroa/Hamilton City South Waikato
Rotorua	Tongariro Tauranga Moana Rotorua
Gisborne	Tairāwhiti Mataatua
Napier	Kahungunu ki Heretaunga Tamatea/Tamaki-nui-a-rua
New Plymouth	North Taranaki South Taranaki
Palmerston North	Whanganui/Waimarino/Rangitikei Manawatu/Horowhenua Wairarapa
Wellington	Whitireia Hutt Valley Wellington
Nelson	Marlborough Nelson Bays
Greymouth	West Coast
Christchurch	Canterbury Rural Christchurch City/Banks Peninsula Chatham Islands Aoraki
Dunedin	Coastal Otago/Waitaki Central Otago
Invercargill	Southland

A2. What is your organisation's address?

Postal address

City/Town

Physical address (If different from above)

City/Town

A3. What are your organisation's contact details?

Phone number

Fax number

Email address

Website address

A4. Who is your organisation's main contact for this COGS application?

For national and regional organisations your main or second contact must be a local representative in the area the service or programme is being provided.

First name

Last name

Position

Daytime phone number

Alternative phone number

Fax number

Email address

A5. Who is your organisation's second contact for this COGS application?

First name

Last name

Position

Daytime phone number

Alternative phone number

Fax number

Email address

A6. Which LDC is your organisation applying to for a COGS grant? (See Note on the facing page for options)

NOTES FOR SECTION C

Each year at Public Meetings, Local Distribution Committees consult the community and establish local priorities for the funding round. These can be obtained from your nearest regional office of the Department of Internal Affairs or Grants Online at www.cdgo.govt.nz. Please refer to the local priorities for the committee you are applying to when completing questions in Section C.

NOTES FOR QUESTION C5 & C6

Ethnic Groups	
Main Ethnic Group	Specific Ethnic Group
NZ European	Pakeha/NZ European
Maori	Maori
Pacific	Cook Islander Fijian (Note: Fijian Indian is listed under Asian) Niuean Samoan Tokelauan Tongan Tuvaluan/Elice Islander Other Pacific (eg Kiribati, Solomon Islands) Various Pacific (3 or more Pacific ethnicities)
Asian	Bangladeshi Chinese Fijian Indian Filipino Indian Indonesian Japanese Khmer/Kampuchean/Cambodian Korean Pakistani Sri Lankan Taiwanese Chinese Vietnamese Other Asian
African	Eritrean Ethiopian Somali South African Sudanese Zimbabwean Other African
European	Anglo-Celtic Continental European Other European
Latin American	Latin American
Middle Eastern	Afghani Assyrian Iraqi Iranian/Persian Kurd Lebanese Palestinian Turkish Other Middle Eastern
All ethnic groups	

NOTES FOR QUESTION C7

Which local authority area or areas does your organisation provide services in?

Region	Local Authority Area(s)	
Northland	Kaipara District Far North District	Whangarei District
Auckland	Auckland City Rodney District Franklin District Papakura District	Manukau City Waitakere City North Shore City
Waikato	Franklin District Otorohanga District Thames-Coromandel District Hamilton City Rotorua District Waikato District	Hauraki District South Waikato District Waipa District Matamata-Piako District Taupo District Waitomo District
Bay of Plenty	Kawerau District Tauranga District Opotiki District Whakatane District	Rotorua District Western Bay of Plenty District Taupo District
Gisborne	Gisborne District	
Hawkes Bay	Central Hawkes Bay District Taupo District Rangitikei District	Napier City Hastings District Wairoa District
Taranaki	New Plymouth District Ruapehu District	South Taranaki District Stratford District
Manawatu - Wanganui	Horowhenua District Ruapehu District Wanganui District Rangitikei District Taupo District	Palmerston North City Tararua District Manawatu District Stratford District Waitomo District
Wellington - Wairarapa	Carterton District Porirua City Wellington City Masterton District Upper Hutt City	Kapiti Coast District South Wairarapa District Lower Hutt City Tararua District
Nelson - Marlborough - Tasman	Marlborough District Nelson City	Tasman District
Westcoast	Buller District Grey District	Westland District
Canterbury	Ashburton District Kaikoura District Waimakariri District Banks Peninsula District Mackenzie District Waimate District	Christchurch City Selwyn District Waitaki District Hurunui District Timaru District
Chathalm Islands	Chatham Islands District	
Otago	Central Otago District Waitaki District Queenstown-Lakes District	Dunedin City Clutha District
Southland	Gore District Invercargill City	Southland District
All Local Authorities		

NOTES FOR QUESTION D2 - FINANCIAL INFORMATION

If your organisation is GST registered, all requested amounts must be GST exclusive and rounded to the nearest dollar. If your organisation is not GST registered, all requested amounts must be GST inclusive where applicable)

When entering an amount into the budget do not use \$ signs or any separators. We prefer whole dollar amounts - do not include cents.

D2. Financial information about the service or project you are asking COGS to make a contribution to.

Please insert details in the two tables below. (See notes on facing page.)

INCOME SECTION

In column 1: Record any funds you have available for the project or service you will deliver during the COGS funding year (1 July to 30 June).

EXPENDITURE SECTION

We want to know what items you would like COGS to make a contribution to. Please choose the item(s) you would like COGS to contribute to.

In column 1: Beside each item you have chosen **write the total amount** it will cost your organisation to deliver this part of the project or service during the COGS funding year.

In column 2: Beside each item you have chosen write **the amount you want COGS to consider funding**. Most COGS grants are about \$3,000 or less.

ELIGIBLE ITEMS	COLUMN 1		COLUMN 2 COGS CONTRIBUTION REQUESTED	
INCOME				
COGS Grant Request		.00		
Fees & Charges e.g. paid by clients		.00		
Membership/subscriptions		.00		
Grants		.00		
Sponsorship		.00		
Donations		.00		
Fundraising		.00		
TOTAL	\$.00		
EXPENDITURE				
Personnel Costs				
Wages / Salary		.00		.00
Training		.00		.00
Facilitator Fees		.00		.00
Travel / Mileage		.00		.00
Professional Fees e.g. Supervision		.00		.00
Childcare e.g. crèche for meetings		.00		.00
Volunteer expenses reimbursement		.00		.00
Operating Costs				
Power / Gas / Water		.00		.00
Rent		.00		.00
Telephone / Internet		.00		.00
Administration		.00		.00
Stationery		.00		.00
Advertising		.00		.00
Photocopying		.00		.00
Programme Costs				
Venue Hire		.00		.00
Equipment Hire		.00		.00
Conference / hui / fono		.00		.00
Consumable materials - e.g. craft supplies, tapes, books		.00		.00
TOTAL	\$.00	\$.00

IF APPLYING FOR WAGES / SALARY PLEASE ATTACH A JOB DESCRIPTION

IF APPLYING FOR OPERATING COSTS FOR A PROGRAMME, PLEASE ATTACH A PROGRAMME OUTLINE

NOTES FOR QUESTION D3

You must include information on who the grant is from (please use the correct name of the funder e.g. Ministry of Social Development), how much you have applied for and what was granted. You need only complete the Decision Date column if known.

NOTES FOR QUESTION E1

FINANCIAL INFORMATION TO PROVIDE WITH YOUR APPLICATION

The annual accounts must be for the most recent financial year, which shows the current and previous years income and expenditure.

If your organisation:

1. has audited annual accounts, as part of your constitution or compliance with legal status, then provide this in all cases; and
2. does not have audited annual accounts and you are applying for up to \$10,000 then provide your annual accounts, which have been approved by your governing body.

If you are applying for over \$10,000 you must provide audited annual accounts.

NOTES FOR QUESTION E3

Where annual accounts supplied in support of your application are older than 9 months (i.e. 30 September end date for applications which close at the end of July), a financial update of current financial position showing year to date income and expenditure must be supplied. This may be your Treasurer's report approved at your last governing body meeting.

NOTES FOR QUESTION E4

Tagged or committed means: A sum of money that has been set aside from your day to day operating funds, for a specific project/purpose e.g. building project, forthcoming event.

E2. Our accounts are prepared by a suitably experienced person and their details are below. *(A suitably experienced person can be either internal or external to the organisation that has reasonable knowledge of finance and accounting. This may include but is not limited to a bank manager, retired accountant or a person who holds recognised accounting qualifications)*

First name

Last name

Daytime phone number

Fax number

Address

City/Town

Email address

Qualification/Experience

E3. Financial update. *Please provide the following financial update.*

Start date

 (day / month / year)

End date

 (day / month / year)

What was your organisation's total income for that period?

What was your organisation's total expenditure for that period?

E4. What is the total of your organisation's current bank balances? *(For all accounts, including savings and investments)*

Amount

How much (if any) of this total is tagged or committed for specific purposes?

List the purposes and amounts of money already tagged or committed.

PURPOSES	\$ AMOUNT

Please continue on separate sheet if necessary



COMMUNITY ORGANISATION GRANTS SCHEME APPLICANT DECLARATION



OFFICE USE ONLY

Client number:

Committee:

Applicant number:

This declaration must be signed by two people from your organisation who are 18 years of age or older with authority to sign on behalf of the organisation. Signatories cannot be an un-discharged bankrupt, not be immediately related (e.g. brother/sister or mother/son), cannot be partners and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of (organisation's name):

We the undersigned declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. The organisation we represent, acknowledges and agrees that the Department of Internal Affairs may disclose to or obtain from any other government department or agency, private person or organisation, any information about the organisation we represent for the purpose of gaining or providing information related to funding.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts and other financial documents that demonstrate its ability to manage a grant.
4. We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.

That we agree to the following conditions if we are funded by COGS:

1. To spend the grant within 12 months of the date of grant approval unless written approval for an extension is obtained from the COGS committee before that 12 months period ends.
2. To spend the grant only for the purpose(s) approved by the COGS committee unless written approval for a change of purpose(s) is obtain in advance from the committee.
3. To return to the Department of Internal Affairs any portion of the grant that we do not spend. If our grant payment includes GST we will return the GST component of the amount to be returned.
4. To acknowledge the receipt of a COGS grant as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the grant.
5. To make available any files or records that relate to the expenditure of this grant for inspection if requested by the Department of Internal Affairs.

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6. To complete and return an Accountability Report when the grant has been fully spent, or 12 months after the grant has been approved, or within **10 working days** of applying for another COGS grant, whichever is soonest. (Note: this report can be completed online or downloaded from the Grants Online website or a paper form can be obtained from your local office of the Department of Internal Affairs, Local Government and Community Branch).
7. To inform the Department of Internal Affairs of significant changes in our organisation before the COGS application has been considered or the grant has been fully used and accounted for. (For example change in contact details; office holders; financial situation; an intention to wind-up or cease operations; or any other significant event.)
8. To lay a complaint with the Police and notify the Department of Internal Affairs immediately if any of the grant money is stolen or misappropriated.
9. Our organisation has declared its GST status. If our GST status changes we will notify the Department of Internal Affairs immediately.
10. Our organisation has the following set of internal controls in place:
 - two signatories to all bank accounts;
 - a regularly maintained and current cashbook or electronic equivalent;
 - a person responsible for keeping the financial records of the organisation;
 - a regularly maintained tax record (if applicable);
 - a regularly maintained P.A.Y.E. record (if applicable);
 - the grant, and expenditure of grant funds, shown as separate entries in the cash book or as a note to the accounts;
 - tracking of different funding e.g. through a spreadsheet or journal entry; and
 - regular financial reporting to every full meeting of the governing body.

A. Signatory One

First name

Last name

Postal Address

City/Town

Daytime phone number

Alternative phone number

Position

Signature

Date

(day / month / year)

B. Signatory Two

First name

Last name

Postal Address

City/Town

Daytime phone number

Alternative phone number

Position

Signature

Date

(day / month / year)

REMINDER

Fill in the Application Checklist on the back page of this booklet
before sending in your application.



COMMUNITY ORGANISATION GRANTS SCHEME APPLICATION CHECKLIST



OFFICE USE ONLY

Client number: Application number:

Name of organisation:

IMPORTANT: To complete your application, please attach this Checklist to the following documentation and send to your nearest office of:

The Department of Internal Affairs
Local Government and Community Branch

Need more help? If you have any questions about this form, call our freephone 0800 824 824 between 8am and 5pm Monday to Friday.

We have attached the following documents:

(Please tick the appropriate boxes)

- Applicant Declaration signed by two people who have the authority to sign on behalf of the organisation
- Any additional information which supplements your answers to question C1-C3
- A bank account statement with the account name and number as outlined in question D5
- Job Description/s (If applying for salary costs) as outlined in question D2
- Programme Outline (if applying for programme costs) as outlined in question D2
- The appropriate Accountability Report, signed by two people who are authorised to sign on behalf of the organisation, to account for current or outstanding COGS grants
- Financial Update such as an approved treasurer's report showing our current financial position, as requested in question E3

For Applications requesting up to \$10,000

- Our audited annual accounts; or
- Our annual accounts that have been approved by our governing body

For Applications requesting more than \$10,000

- Our audited annual accounts