

# COMMUNITY CLIMATE FUND APPLICATION FORM

Please fill out this application form if you wish to apply for a Community Climate Fund grant. Applications close midday 8 April 2024.

Once you have completed this submission form you can return it, and any supporting documentation by:

- emailing it to us at [climate@mstn.govt.nz](mailto:climate@mstn.govt.nz)
- posting to Masterton District Council, Freepost 112477, PO Box 444, Masterton 5840
- hand delivering to our Customer Service Centre, 161 Queen Street, Masterton

**Please complete all sections of the application form that apply (please do not bind your application).**

## Before you start

Please read the Community Climate Fund Information Sheet before starting, to help you complete this form.

Have you applied for any Masterton District Council grants before?

Yes

No

**If yes**, has the Accountability Form been returned for the previous grant? Applications cannot be accepted until this is returned. Please attach to this Application Form.

Yes

No

Please **attach** the following supporting documents:

Bank verified account details (for the account to which any grant will be paid)

Latest annual accounts and last monthly financial statement

Project description

Any relevant quotes to substantiate project costs

Any additional information you wish to provide in support of your application (optional)

**Not providing supporting documentation may result in your application being returned to you.**

## We will follow up with you

Eligible applicants that meet the criteria will receive a telephone call to follow up and discuss next steps within two working days of receiving their application. Please ensure your contact details are accurate in the following sections.

I agree to be contacted by the Masterton District Council

Yes

No

## Drop-in sessions

Council staff will host three drop-in sessions at Masterton District Library (54 Queen Street) to provide information about the fund and to help with applications:

**Tuesday 19 March 11am-12noon**

**Thursday 21 March 5-6pm**

**Tuesday 26 March 3-4pm**

**MSTN.GOV.T.NZ**

**f @MastertonDC**

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**MASTERTON**  
DISTRICT COUNCIL

General Details

Name of organisation	Phone		
Postal address			
Name of contact person	Position		
Email	Phone		
Is your organisation a legally constituted society or trust?		Yes	No
Is your organisation registered for GST?		Yes	No
If yes, GST number			
Bank account name			
Bank account number			
What was the balance in the organisation's bank account as of 31 March 2024.			
How many people are involved in your organisation?	Paid staff		
	Volunteers		
What is the main purpose of your organisation? (please include the public service it provides)			

# Information about your project

Please write below the climate action area(s), theme(s), and goal(s) that your project will contribute to. Please refer to the Community Climate Fund Information Sheet for more detail about these climate action areas/themes/goals.

Community Empowerment



Circular Economy



20-Minute Town



Climate Resilient District



Please list specific theme(s), and goal(s) that your project will contribute to below.

- Please **attach** a one-page description of your project including:
- What you are going to do and how your project aligns with the above Climate Action Plan goals/themes.
  - Why your project is important.
  - How it will contribute to climate action in the Masterton District.
  - Who the project will benefit (including number).
  - When it will happen.
  - Whether you are working with other organisations.

## Information about your project costs

Please tell us about the project costs, what will the grant be spent on and what is the organisation's contribution?

<b>Project costs</b> List the major costs associated with this project	<b>Total amount for each major project cost</b> (excluding GST)	<b>Existing organisation contribution</b> including from organisational income, fees, grants, reserves, and sponsorship. (excluding GST)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total cost of project</b>	\$	\$

Please continue on a separate sheet if necessary

What is the total amount of funding you requesting from Masterton District Council's Community Climate Fund for this project (excluding GST)? \$

What funding have you applied for, intend to apply for or have already received for this project in your current financial year from other organisations/Councils?

Funder	Amount requested	Amount received	Result date
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

# Declaration and Consent Under Privacy Act 1993

**This must be signed by two people, one of whom is listed on the first page of this application form.**

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website and/or at the 26 June 2024 Council meeting. If there is sensitive information in the application or personal details you wish to be withheld, please advise. These details are collected to inform the public about all funding applications which have been submitted to the Masterton District Council.

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 organisation.
2. We hereby declare that to the best of our knowledge the information supplied here on behalf of our organisation, for this project, is correct and we authorise Masterton District Council to seek such information as may be required to complete consideration of this application.
3. We undertake that we have obtained the consent of the other contact person to provide these details.
4. We consent to the Masterton District Council collecting the personal contact details provided above, retaining, and using these details for the purpose of administering this grant.
5. We acknowledge your right to have access to this information. This consent is given in accordance with the Privacy Act 2020.
6. We consent to our organisation, a summary of our project and the grant amount sought being made publicly available in the agenda of the 26 June 2024 Council meeting on council's website, at the council's office and at the meeting.
7. We acknowledge that any decision made by the Masterton District Council is final.

**Name of contact person**  
(as pg 2 of this application)

Position

Signature

Date

**Additional contact person**

Position

Email

Phone

Signature

Date

If you have any questions about the Community Climate Fund, please email: [climate@mstn.govt.nz](mailto:climate@mstn.govt.nz)

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**f @MastertonDC**

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