

Trail Funding Application Form



Instructions

- Refer to "Supporting Information" before completing this application

Section A: Applicant Details	
A1. Full name of organisation:	A2. Postal Address:
A3. Name of person submitting this application:	
A4. Email Address:	A5. Mobile: Landline:
A6. Website (and / or Facebook Page if applicable):	

Section B: Project Summary
B1. Trail Name:
B2. Trail Location:
B3. Description of the work required on this trail: Please describe:

B4. Who are the major Users of this Trail:

Walkers/Runners

Cycling

B5. Project start date (estimated)

B6. Project end date (estimated)

B7. Current project status (click to select)

Planning Stage Ready to start

B8. Does the project have other community support?

yes

no

Comments:

B9. Are there any other key contributors to this project?

yes

no

Comments:

B10. Any additional comments in support of your application can be added here:

Section C: Project Costs / Financials	
C1. The estimated total cost excluding GST of the project is: (Quotes - please include a minimum of 2 quotes)	\$
C2. Contributions from Applicant excluding GST is:	\$
C3. Contributions / funding from other sources excluding GST are:	\$
C4. Estimated value of volunteer hours is:	\$
C5. The total amount excluding GST sought from Council is:	\$
C6. Has your organisation provided Council with its financial report in the last quarter? (This is required to assess applications)	<input type="checkbox"/> yes <input type="checkbox"/> no
C7. Please provide a copy of the minutes of the last meeting approving your project	<input type="checkbox"/> yes <input type="checkbox"/> no
C8. Has your organisation provided Council with a copy of its Constitution? (If "no" please provide a copy)	<input type="checkbox"/> yes <input type="checkbox"/> no

Section D: Declaration
<p>By completing and submitting this application, you certify and understand that:</p> <ul style="list-style-type: none"> • All information provided is up to date, true and correct; • Should the funding not be used for the purpose outlined, the Council may request the funds to be returned. • Any savings in the project and subsequent surplus of funds should be returned to Council. • Council reserves the right to audit the Applicants project costs at any time • Funding will be by way of a grant. All liaison with contractors, determining timeframes, informing the public and health and safety remain the responsibility of the Applicant. • Council is not responsible for any over expenditure or cost increases in projects. • By submitting this application the applicant acknowledges that the evaluation of applications has a subjective element and that Central Otago District Council is the final decision-making authority; • Information about the application (incl. applicant name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Central Otago District Council. • If a project is approved, any grant of money is subject to a contract being entered into between the applicant and Central Otago District Council, including the requirement to acknowledge Central Otago District Council as a source of funding in signage, publicity and publications.

Signed: (This application should be signed by the Chair of your organization)

Name:

Position:

Signature:

Date:

Section F: Checklist for supporting documents

Have you included:

- Letters of support (if you have them)
- Maps (consider using Google Maps and drawing trails over the top in a Paint / Drawing package)
- Plans or drawings
- Two quotes
- A copy of your Constitution
- A copy of the minutes from the meeting approving your project

Section E: Submitting an Application

- Email your completed application to mathew.begg@codc.govt.nz
- Or, Post your completed application to Central Otago District Council, PO Box 122, Alexandra, 9340

Supporting information

- CODC has agreed to provide a contribution to track funding in the Cromwell, Vincent and Teviot Valley wards.
- The funds are distributed to volunteer-led trail projects via a relatively simple grants application process.
- This funding is intended for trail improvements which reduce maintenance costs or repairs/maintenance. It is not intended for new trail projects.
- Applicants must demonstrate the need for work. This includes an assessment of options to complete the work, funding alternatives (if any) and timing ie: when the work needs to occur.
- Funding will be allocated throughout the year.
- Funds unallocated will be carried over to the following year.

Eligible Conditions to apply for a Grant

Here is a list of conditions you must fulfill before we can consider your application:

1. Your group must be within the Cromwell, Vincent, Teviot wards.
2. Your trail project must be volunteer led
3. Funds must be used in support of trail repairs and maintenance
4. In most cases we will require two current quotes for the proposed work.

Reporting

If your group is successful with its application, here is a list of things you will need to do:

1. Spend the money on the approved items within the agreed timeframe
2. Provide receipts
3. Return any unused funds within a specified period
4. Provide a short report of your trail crew and the work achieved, including progress photos.
5. Be available to participate in any publicity that CODC require.

Application Assessment

- Applications will be received and reviewed by Community Services Manager and the Parks and Recreation Manager.
- All applications will be approved by the CEO of Central Otago District Council.
- To ensure applications proceed in a timely manner, copies of constitutions, regular minutes and quarterly financials should be regularly submitted with Council.

If you have any questions please get in touch via email at mathew.begg@codc.govt.nz