

# CENTRAL OTAGO DISTRICT COUNCIL



## Trail Funding Application Form

**Instructions:** Refer to "Supporting Information" before completing this application

Please email you application to [parksandrecreationteam@codc.govt.nz](mailto:parksandrecreationteam@codc.govt.nz)

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: <input type="checkbox"/> Walkers/Runners <input type="checkbox"/> Cycling <input type="checkbox"/> Other Specify _____	
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 excl GST of the project is:  
\$ \_\_\_\_\_ (Quotes - please include a minimum of 2 quotes)

C2. Contributions from Applicant excluding GST is:  
\$ \_\_\_\_\_ Please note all CODC grants are not attributable for GST

C2. Contributions / Funding from other sources excluding GST are:  
\$ \_\_\_\_\_

C3. Estimated value of Volunteer hours is:  
\$ \_\_\_\_\_

C3. The total amount excluding GST sought from Council is:  
\$ \_\_\_\_\_

C4. Has your organization provided Council with its financial report in the last quarter?  yes  no  
(This is required to assess applications)

C5. Please provide a copy of the minutes of the last meeting approving your project  yes  no

C6. Has your organization provided Council with a copy of its Constitution?  yes  no  
(If "no" please provide a copy)

## Section D: Declaration

By completing and submitting this application, you certify and understand that:

- 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.
- All Contractors undertaking work on Central Otago District Council land require to be "Sitewise" accreditation.
- All work should be carried out in accordance with the Health and Safety Act 2015.
- 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 organisation)

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 [parksandrecreationteam@codc.govt.nz](mailto:parksandrecreationteam@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 i.e.: when the work needs to occur.
- Funding will be allocated throughout the year.
- Funds unallocated will be carried over to the following year.
- Funding may also be fully spent during the year depending of value of applications received and approved.

## 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 and the Parks and Recreation Manager.
- All applications will be approved by the Executive Manager - Planning and Environment 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 to [parksandrecreationteam@codc.govt.nz](mailto:parksandrecreationteam@codc.govt.nz)