

Before You Begin

The Operations and Small Assets Fund provides support funding to community not-for-profit and voluntary organisations for costs associated with either:

- Enhancing the community through the services or programmes they provide.
- Administrative and operational costs of running the organisation and their services.
- Maintaining or acquiring small assets.

The Operations and Small Assets Fund will have one funding round in 2026-2027 as follows:

Opens 1 August 2026 and closes at 11.59pm on 31 August 2026.

Applicant Instructions

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined. While the grant remains open for applications, Horowhenua District Council (HDC) Officers may attempt to give applicants an opportunity to rectify missing elements, but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.
2. All successful applicants are accountable for HDC funding according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts. A receipt is required for any budget line item amounting to \$250 or more.
3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the HDC.
4. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall.
5. If the application is successful, recognition of HDC's grant must be made in any advertising or promotion of the applicant's project. Applicants should attach all supporting documentation that could assist the Subcommittee in their selection process.

In all cases applicants must include:

- Written quotes for each expense item in your project budget that have a cost of over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant.
- A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified. HDC reserves the right to request that

an applicant's financial accounts are reviewed or audited as a condition of any grant awarded.

- An up-to-date bank document that clearly an account in the name of the applicant organisation (or parent body).

Criteria

Who is eligible?

- Community not-for profit organisations
- Voluntary organisations
- Community and social development programmes

Who is NOT eligible?

- Individuals
- Central Government and other organisations that have significant means of regular income
- Organisations needing considerable capital funding
- Schools

What can be applied for?

Operational:

- Facility rental/hireage
- Insurance
- Utility expenses
- Software and I.T infrastructure
- Safety and compliance equipment
- Administrative and operational costs
- Volunteer Expenses
- Salaries and Wages

Minor Assets:

- Office supplies
- Small tools, appliances and equipment
- Low-cost electronic devices
- Kitchen and/or tearoom equipment or supplies
- Minor pieces of furniture

A "**minor asset**" is defined as an asset that has a relatively low value compared to other assets owned by an individual or organisation. These assets typically have the following characteristics:

- **Low Monetary Value:** The cost or market value of the asset is minor compared to other assets.
- **Short Lifespan:** They are often used up or depreciate quickly.

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- **Easily Replaceable:** They can be easily replaced without significant financial strain.
- **Limited Impact:** Their acquisition, use, or loss has minimal impact on the overall financial health of the individual or organisation.

Does your application meet this criteria?

- ☐ Yes
☐ No

Doesn't Meet Criteria

By ticking the option 'Doesn't meet criteria,' you have indicated that your application does not meet the essential requirements. Unfortunately, this means that your application cannot be processed further.

Your Details

* indicates a required field

Organisation Details

Organisation Name: *

Organisation Name

Is your organisation already receiving money from Horowhenua District Council in the form of:

- ☐ Contracted service contracts
☐ Rental agreements that are below market rate
☐ Rates remissions
☐ Contributions to insurance packages

Tick options if they apply

Physical Address:

Type of Organisation: *

Certificate of Incorporation Number:

Charities Commission Registration Number:

Affiliation to a regional, national or iwi body:

Applicant Contact Details

Applicant Full Name: *

Applicant Position within the Organisation: *

Applicant Primary Phone Number: *

Applicant Primary Email: *

Must be an email address.

Alternative Contact Details

Alternative Contact Person: *

Role or Position of Alternative Contact in the Organisation:

Email Address for Alternative Contact: *

Must be an email address.

Phone Number for Alternative Contact: *

Your Organisation

* indicates a required field

Your Purpose

What are the aims or missions of your group or organisation? For what purpose was it established? If your organisation targets or represents specific population groups, please state here: *

Your People

How many paid staff does your organisation have?

Must be a number.

How many volunteers does your organisation have?

Must be a number.

How many people access your service each year? (Club members or clients of your service)

Is membership open to anyone who wishes to join? *

- ☐ Yes
☐ No

If 'No' please advise what restrictions are in place:

Do members pay a fee? *

- ☐ Yes
☐ No

If 'Yes', please advise on the amount and frequency of payment:

e.g. \$5 per week

Your Project

*** indicates a required field**

Project Description

What is the operational cost or minor asset that you are seeking funding for? *

Provide more detail about why you are seeking the funds: *

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Provide a short description (100 words recommended) of your project - what are you out to do?

When do you expect to spend the funds? *

Must be a date.

How many people will benefit directly from this funding? *

Must be a number.

Project Financial Information

* indicates a required field

Are you GST registered?

- ☐ Yes - Do NOT include GST in your budget
☐ No - Include GST in your budget

GST No. if registered

Budget

Write down all the costs of your operational or small asset expenses

Expenditure Budget

Item	Detail	Amount eg \$300
		\$
		\$
		\$
		\$
		\$

Total Costs

Total Expenditure Amount

\$

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This number/amount is calculated.

Income Budget

Income e.g membership fees **Detail e.g 100 members at \$5 per annum** **Amount e.g \$500**

		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Total Income

Total Income Amount

\$

This number/amount is calculated.

Budget Summary

Costs less income

\$

This number/amount is calculated.

Total amount (\$) requested from Horowhenua District Council *

\$

Must be a dollar amount.

Minimum amount (\$) required from HDC to ensure project success if 'partial funding' is offered *

\$

Must be a dollar amount.

Please be realistic with the amount specified to ensure a better chance of a successful application.

Previous Horowhenua District Council Grants

Tell us about other Horowhenua District Council grants you have received in the past three years.

Date applied	Project Title	Amount received	Project completion report submitted
Must be a date.			

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		Must be a dollar amount.	
		\$	
		\$	
		\$	
		\$	
		\$	

Other Funding Applications

Tell us about any other funding you have applied for or received for this project.

Date applied	Who to?	How much?	Confirmed?
Must be a date.		Must be a dollar amount.	
		\$	
		\$	
		\$	
		\$	
		\$	

Attach Files

* indicates a required field

Bank deposit slip or certified bank statement in the name of the organisation *

Attach a file:

A copy of the latest financial statements (such as balance sheet and profit/loss statement)

Attach a file:

Attach copies of two written quotes for each item over \$250 to be purchased with the grant (where relevant)

Attach a file:

Attach photos to support your application

Attach a file:

Priorities

Applications must meet the following grant priorities, including:

- ☐ The organisation's service or programme must align with the purpose of this grant.
- ☐ The organisation's service or programme must demonstrate collaboration across community organisations and voluntary groups.
- ☐ The organisation's service or programme should be locally significant and of benefit to the Horowhenua community and enhance community wellbeing.
- ☐ The applicant must be a recognised and active community, not for profit organisation formally constituted as an Incorporated Society or Charity, (or whose parent body is formally constituted).
- ☐ The operational expenses must be incurred within the nine-month period following allocation of funding.

Applications should also clearly demonstrate a link to the Horowhenua District Council's He Hapori Pakari Strong Communities - Community Wellbeing Strategy 2024-2027 principles for enhancing community connection:

- ☐ **Collective Action** - Community-led development is how we make Horowhenua safe, vibrant, inclusive, and connected. Council supports this by enabling collaboration among people and organisations. Our communities drive projects for neighbourhood wellbeing.
- ☐ **Sense of Community** - We foster inclusion, reduce discrimination, and break down barriers to opportunity, especially for disadvantaged groups. This promotes fairness and equity, enhancing overall wellbeing in Horowhenua. We offer free or low-cost community events and activities and fund local groups and programs. Our communities feel connected and support each other.
- ☐ **Social Cohesion** - Social cohesion means building shared values and communities where everyone feels connected and can tackle challenges together. Council supports these efforts, and our communities are ready to collaborate.

Declaration

* indicates a required field

Terms and Conditions

You must read and agree to the following before submitting your application. Please select each box to show that you have read the information and agree to each section.

A grant recipient must: *

- ☐ Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule or upon request by Horowhenua District Council (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.
- ☐ Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.

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- ☐ Return to the Horowhenua District Council any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
 - ☐ Make any files or records relating to the activity or project available for inspection within 10 working days if requested by Horowhenua District Council.
 - ☐ Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
 - ☐ Acknowledge the receipt of Horowhenua District Council grant as a separate entry in its financial statements, or in a note to its financial statements.
 - ☐ Inform Horowhenua District Council of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (e.g. changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.
 - ☐ Agree to notify Horowhenua District Council if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
 - ☐ Agree that Horowhenua District Council have authority to publish that the grant has been made to the grant recipient for the approved purpose.
- ☐ During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.
- ☐ A grant must not be spent on any item that falls within the exclusions outlined by Horowhenua District Council.

Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:

- Requiring repayment of all or part of the grant.
- Withholding payment of this and other Horowhenua District Council administered grants until issues are resolved.
- Imposing additional terms and conditions before any Horowhenua District Council funding is approved.
- Recommending to the Community Recognition Funding committee, to decline future funding.

For the purpose of gaining or providing information relevant to the funding of the organisation, the Horowhenua District Council may disclose to, or obtain information from, any other Government department or agency, private person or organisation.

The Horowhenua District Council is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.

Privacy

The information supplied in this application form will be held and used by the staff of Horowhenua District Council (HDC). The information will not be disclosed by HDC unless legally required under the Local Government Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for:

- Assessing and processing this application and for administration purposes
- Updating existing HDC Funding records

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- Providing information on your group and project for inclusion on the committee meeting agenda
- Enabling us to tell you about related services provided by HDC
- Providing HDC with statistical information to assist policy development.

You have the right to request access to, and correction of, information collected and held by HDC. Any requests for access should be addressed to your local community funding advisor.

Signing

By entering your name in the space below you are electronically signing this form and agreeing to the terms and conditions above.

Name: *

Date: *

Must be a date.