# Community Investment Fund Application 2017-18

Thank you for your interest in the 2017/18 Community Investment Fund. We understand completing the application can be difficult. We suggest you review the questions below to help aid your application.

Find the application form and more information at [nelson.govt.nz/community-investment-funding](http://nelson.govt.nz/community-investment-funding)

You will be required to supply a **budget** for your project or activity. [Please download this template](http://nelson.govt.nz/assets/Services/Downloads/community/funding/2017/Application-for-CIF-fund-2017-18-budget.docx)  and complete it prior to applying.

**Support sessions** are also available to help you with your application. For more information on our support sessions and to book a session, [please fill out a request](http://nelson.govt.nz/services/community/funding/community-investment-funding/community-investment-fund-agreement-full-application-form/support-session-request?stage=Stage).

Please contact the Community Partnerships Advisers if you have questions.

## Organisation Details

1. Name of Organisation
2. Legal name if different
3. Legal Status
4. Charities Commission Number
5. Briefly tell us about your organisation. (100 words)

Please be as descriptive as possible about all aspects of your project or activity.

## Project Activity

1. Project Title
2. One sentence description of project
3. Full project / activity description (500 words maximum)

## Project Purpose

1. What community need are you meeting with this project / activity and how do you know there is a need?
2. Is this a new project?
3. Has Nelson City Council funded this project / activity previously?
4. Which areas does your project contribute towards?  
   Select as many as are relevant to your project

* Wellbeing / Social Development
* Social Cohesion
* Children / Youth / Families
* Learning and Development
* Older Adults
* Diverse Communities

## Impact of your programme or project

Please provide 2-3 measureable outcomes for each of the following.

1. How much will your organisation do?  
   This is the number of things – it could be the number of activities, how regularly they were held or the number of people that were connected with through the programme or project activities.
2. How well will your organisation do it?  
   This should be a percentage measure – measure could be the percentage of participants that completed the course, the percentage of a particular target group that attended a programme or activity, the percentage of participants that were happy with the standard of the programme.
3. Who / what will be better off?  
   This is often a number and percentage measure but should be based around a change in skills / knowledge, a change in attitude, a change in behaviour, a change in circumstances, often these can be sourced from evaluations undertaken with participants in your programmes or activities.
4. How many volunteer hours will your project include?
5. Please tell us about any partnerships and / or collaborative activities that exist already or will exist for successful delivery of your project / activity.
6. Total number of people who will benefit from your project or activity
7. What percentage of people benefitting will be Nelson residents?

## Project or Activity Cost

1. Total Project Cost (incl. GST)
2. Amount requested from Nelson City Council
3. Other funders applied to for this project, amount applied for and whether funding has been confirmed or not.
4. Attach a copy of your budget below for the project/service (using the budget template above) that indicates what Council would be contributing to. If you have applied to other funders please make clear the status of your application and the amount requested from these sources in your budget.
5. Attach a copy of your organisation’s most recent set of accounts. If your accounts are audited we will require your most recent audited accounts.

## Your Details

1. Your Name
2. Role
3. Email Address
4. Phone
5. Postal Address
6. Organisation's website
7. Organisation's email