

## **Discretionary Fund Report**

### **Discretionary Fund Draft Application Form**

This fund is for projects that will benefit Motueka. Either groups or individuals may apply. The Motueka Community Board looks forward to hearing from you.

#### **Guidelines**

- Applications should be made before an event
- Name and Contact details of applicant
- History of community group or individual represented
- Applications to be made for under \$500
- Applicants may be given less than they apply for
- Details of project outlined.
- Activities to be of clear benefit to the Motueka community
- An explanation of who/what will benefit from the project
- Description of community voluntary time and money contributions/donations
- Outline of other attempts to raise funding
- Intended use of funds. Budget to be provided to Board
- Financial report at end of project
- Report back to community board on how project went.
- Exceptional and unique circumstances will be considered

Applications should be made at the beginning of each calendar month, to be addressed at that month's meeting. A decision is to be made within six weeks. Applications are to be handed in to Motueka Service Centre. Community Board meeting are the second Tuesday of each month at 4.30 pm. Applicants will be expected to speak to their application at Community Board meeting. Application forms are able to be picked up from Motueka Service Centre, as well as available on the internet, and at the library.

#### **Recommendations**

- **That this draft be considered. All additions and discussions welcome.**
- **That we publish this on Motueka Community Board letterhead within the next two weeks and distribute.**