OCC Catchment Group Funding Application Form

Multiple applications allowed totalling $15,000 per year per group

Group Name:\_\_\_\_\_\_

Project Name:\_\_

Primary Contact:

Secondary Contact:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone & Mobile No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_

Date of planned project. Start & finish:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of planned expenditure:

Describe the activity. What impact it will have on your Catchment Group, what you hope to achieve.

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|  |

Describe how the activity will contribute to the maintenance and or enhancement of water quality for your catchment:

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| --- |
|  |

Who else will be involved with the project? (Industry, experts, community)

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|  |

**Funding Details**

Contributions: TOTAL

|  |  |  |
| --- | --- | --- |
| OCC funds applying for |  |  |
| In kind Group contribution Eg. Labour, machinery use & or cash contribution from Group |  |  |
| Other |  |  |
| TOTAL project costs |  |  |

If other funding has been applied to for this project, please provide details.

|  |  |  |  |
| --- | --- | --- | --- |
| Who you applied to | How much | Success? Pending? |  |
|  |  |  |  |
|  |  |  |  |

Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms & Conditions**

* All funding from OCC is GST exclusive.
* Successful applicants must be happy for OCC to promote their project
* All applications are assessed and ranked against the OCC funding assessment criteria; see below
* Groups who are successful are to provide their best contact information to OCC, for ease of communications between the two parties
* Grant Funds will be transferred to recipients’ nominated bank accounts upon receipt of invoice
* All invoices or receipts to be presented to OCC at completion of project unless prior agreement arranged
* Final funding decisions will be at the sole discretion of the OCC committee
* Any unspent funds will be retained by OCC after (12 months) of successful application for future funding

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Application**  **Description** | **Costs Covered eg.** | **Reporting** | **Approval** |
| **Applications below $2,000**  Multiple applications allowed totalling no more than $15,000 per year per group  Contestable fund | Event in line with OCC goals and visions    Prepared by group with OCC coordinator assistance.    Event itemised with targeted outcomes    Completed within 12 months  Contestable fund | Venue, Transport, speakers, consultants,  resources.    Payment into bank account made on receipt of invoice (original invoices to be shown as proof) | Report (story) on event with attendance, photos, recognition of OCC input | Coordinator and OCC Chair.    Approval given within 2 weeks of receiving application |
| **Applications above $2,000**    Multiple applications allowed totalling no more than $15,000 per year per group  Contestable fund | A formed catchment group.  A member of OCC (or tributary/pod of larger member group)  Project to have impact on or benefit the whole catchment.  In line with OCC vision and goals.  Detailed project plan with budget  The anticipated outcomes  How the project is to be promoted    Project completed within 12 months  Contestable fund | Budget provided showing contribution from group in kind or cash along with other funding applied for to deliver a successful project.    Payment into bank account made on receipt of invoice (original invoices to be shown as proof) | Summary of project, reach and outcomes  Story with photos  Report $ spent including in kind  Number of people involved  Acknowledgement of OCC | Approval at OCC funding committee level |

**Reporting**

* Please use OCC template for this (Included in funding application pack)

**Complete this form & send to:**

a[nna.robinson@otagocatchments.co.nz](mailto:Anna.robinson@otagocatchments.co.nz) or [sam.dixon@otagocatchments.co.nz](mailto:sam.dixon@otagocatchments.co.nz)

* Any queries regarding this application please call **Anna** 022 6522 779 or **Sam** 027 777 0940