

Christchurch City Council Community Organisation Loan Scheme



The loan scheme is designed to help organisations to improve or develop new or existing facilities and other major projects. Loans are for a maximum of 10 years (normally 5 years) at 4.5% interest per annum. (Interest rate to be reviewed every three years)

Organisations who have the ability to repay loans are encouraged to apply for this means of assistance for major capital projects.

Note: To be eligible the organisation must be an incorporated society or legally constituted Trust and must have provision in their constitution to borrow money.

OFFICE USE ONLY:

Application number: Date received: Date acknowledged:

SECTION ONE: APPLICANT'S DETAILS

1. **Name of your group** *(If you have a registered name please use this - and if you are a local branch of a national organisation please specify - e.g. Deaf Association of NZ Inc - Christchurch Branch)*

2. **Your group's address**

Postal address	Physical address <i>(if different)</i>
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3. **Your group's contact details**

Phone <i>(day)</i>	Fax
Email	Website

4. **Main contact person for this application**

Name	Position in group
Phone <i>(day)</i>	Email

5. **How would you prefer to be contacted?** Phone Email

6. **Loan amount requested** \$

SECTION TWO:

ABOUT YOUR ORGANISATION

7. What are your group’s main objectives, activities and programmes?

(attach further information if required - e.g. strategic plan document)

8. Your staff

Number of paid full-time

Number of volunteers *(including committee members)*

Number of paid part- time

Number of volunteer hours per week

Number of paid hours per week

9. What is your group’s legal status? *(Please check boxes below)*

Registered Charitable Trust

None/ informal group

Incorporated Society

Other legal entity *(eg Maori Trust Board)*

(please attach a copy of your Certificate of Incorporation)

Specify

10. Please list the office holders of your group’s governing body

Name	Position

11. (For Sports Clubs only) How many members belong to your club?

Members	Numbers	Club Sub or Levy per Member \$
Junior		
Senior		
Other		

12. **If you are a regional organisation:**

Do you have the endorsement of your local affiliated clubs/organisations for this project?

Yes No

13. **Does your organisation's constitution make provision for the borrowing of money?**

Yes No (Please attach a copy of your constitution with this provision highlighted)

SECTION THREE: ABOUT YOUR PROJECT

14. **Tell us about the project for which you are seeking a Council loan**

(Please attach project brief/plan or any additional information as required)

Please include:

- what need is being met in the community by this project (include evidence of need if possible)
- why your organisation is in a good position to undertake this project
- whether you are collaborating with any other group/organisation on this project

15. Please list any potential risks during the project period and how you will plan for this, including what will happen to the project if you do not receive the loan from Council

16. If you are applying for facility development, is your facility accessible to people in wheelchairs?
 Yes No

SECTION FOUR: FINANCIAL INFORMATION

17. Is your organisation prepared to guarantee this loan by way of mortgage or other financial instrument?

Yes No

18. What is your group's financial year?

19. When were your accounts last audited?

If this is over **nine** months ago, please attach a financial update from your Treasurer.

20. Please indicate your preferred length of term for your loan (*maximum 10 years*)

21. Tell us about any Council funding your group has received last 2 years

Year	Amount	Purpose	Accountability forms returned
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No

22. If accountability is pending or not returned for any Council funding please give details below

26. Please list two referees and/or attach letters of support for this project

Name	Contact details

SECTION FIVE: PROJECT BUDGET

Note: (i) All figures must be GST inclusive.
(ii) A written quotation from the suppliers, on all project costs is to be attached.

27. Please estimate any voluntary effort or donated material provided for the project

Voluntary effort (e.g. Number of hours)

Donated materials (e.g. Approximate \$value)

(Please do not include the \$ value of your voluntary contribution in your budget)

28. Budget

Income (For this project only)	
Funds on hand	\$
User fees / Registration fees	\$
Sponsorship	\$
Loans (approved / proposed)	\$
Total of other grants (as listed in Q31)	\$
Other e.g. fundraising	\$
TOTAL	(A)\$

Expenditure (For this project only)	Total Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	(B) \$

Total Cost of Project (B)

Total Requested from Council
(C) should equal (B) - (A) (C)

29. **How does your organisation plan to service this loan?**

SECTION SIX: APPLICATION CHECKLIST

The following attachments and information **must** be supplied with your application for it to be considered:

- A copy of your Certificate of Incorporation.
- A copy of your last 3 years audited accounts and a financial update if your audited accounts are more than nine months old.
- If you are a new group, a statement of estimated income and expenditure for your first year.
- Quotes for services, goods and contracts.
- Letters of support (*if applicable*).
- A copy of the provision to borrow money from your constitution.
- A copy of prospective cash flow for the term of the loan.

The Council may request additional information to support your application.

SECTION SEVEN: ORGANISATION'S DECLARATION

This must be signed by the two people who are authorised signatories of your organisation.

We consent to the Christchurch City Council collecting the personal contact details provided above, retaining and using these details and for the purpose of review of the Community Organisation Loan Scheme. We undertake that we have obtained the consent of the other contact people to provide these details. We acknowledge our rights to have access to this information. This consent is given in accordance with the Privacy Act 1993.

We hereby declare that the above information supplied on behalf of our organisation is correct. If this loan application is successful, _____ (state name of group) agrees to:

- (a) Complete any Certificates of Expenditure and Evaluation requirements that may be requested.
- (b) Make provision for the return of any equipment or make available for community use any facility assisted under the scheme in the event of the organisation winding up.

By signing this application we agree to a credit check being undertaken.

Name	Name
Position held in group	Position held in group
Signature	Signature
Date	Date

Return your completed application form to any Christchurch City Council Service Centre or post to:
Community Grants Funding
PO Box 237
Christchurch 8140