

Documents you have to submit

This document is a **checklist only** to help prepare you for the on-line funding process. Print out this document and check off when you have what you need in each section. Make notes in the margin on information you still need, conversations you need to have etc.

If applicable to your application

- Project evaluation report or plan** - describe the tools you will use and activities you will undertake to help you understand how you are achieving your outcomes. You may want to attach your evaluation plan with your application.
- Government contracts** - If you hold Government contracts provide a summary of your most recent government contract audit report.
- Resource/building consent** - provide evidence that resource or building consent has been lodged, or approved.
- Feasibility study/report or conservation plan or condition report** - provide a copy of your feasibility study/ report completed by an architect or suitably qualified professional. If it is for a heritage organisation or project, a heritage restoration plan must be included.
- Land Ownership** - provide evidence of the land ownership. This could include, a lease agreement, land title in the name of the applicant, Maori/Marae Reservation and gazetted in the Maori Land Court.
- Detailed Project Plan** - this should include a project timeline, how the project will be managed, who the stakeholders you will work with are, how they have been consulted and how they will be involved.
- List of current or potential users** - Provide a list of the current or potential users.
- Environment related requests** - you must provide the following:
 - documentation that states whether or not your project is located on public land (or covenant land) or private land
 - Council map - showing us the location of your project
 - Threatened species - a threatened species classification list related to your project
 - Ecological awareness - evidence that you have considered how to be ecologically friendly and reduce your energy consumption

Other documentation you wish to include may also be attached. Examples include:

- The most recent annual report
- Governance and operational policies
- Statement of Service Performance for registered Charities.
- Constitution/Marae charter

Notes:

If you have any questions, or need help with your application, please give us a call on 0800 272 878