

2026 Community Initiative Grants - July Round

Form Preview

1. Criteria

* indicates a required field

Please note this Community Initiatives Grants July Round closes at midnight, 30 August 2026.

The purpose of Hamilton City Council's Community Initiatives Grants is to support:

- Community groups or organisations who provide social connectivity within communities in **Hamilton**.
- Groups who run activities or events for members and smaller community groups in **Hamilton**.
- Groups can make one application for one or more projects for up to a total of \$10,000.

For further details please check our [Community Grants Policy](#).

Grants will support organisations for:

- Day to day operating, key services, initiatives and programme costs,
- Small capital or equipment items, repairs and maintenance of existing non-Council assets that have wide impact on community; or
- Support for events that are open to the wider public, are low cost or free to attend, are likely to draw larger audiences and activate our public spaces.

If you have any questions or queries, please email HCC Grants Distribution Advisor Kelly.Buchan@hcc.govt.nz

1.1 Does your service, programme or activity take place in Hamilton? *

☐ Yes ☐ No

If No, please email our HCC Grants Distribution Advisor on Kelly.Buchan@hcc.govt.nz

1.2 Does your group have a bank account in the name of your organisation? *

☐ Yes ☐ No

1.3 Has your organisation been operating more than 12 months? *

☐ Yes ☐ No

1.4 Do you have a set of annual financial accounts including financial statements and performance reports? *

☐ Yes ☐ No

For more info: please check <https://www.charities.govt.nz/reporting-standards/about/>

2. Legal entity status

2.1 What is your organisation's current legal status? *

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☐ Incorporated Society

☐ Charitable Trust

☐ Other:

Incorporated Societies Act 2022

If your organisation is an Incorporated Society registered before 5 October 2023, you must apply to re-register under the Incorporated Societies Act 2022 by 5 April 2026.

Failure to re-register will result in your organisation being removed from the Incorporated Societies Register and it will cease to exist as a legal entity. Organisations that are no longer legally registered will not be eligible to apply for or receive council funding.

For more information, please visit the [New Zealand Companies Office](#) website.

2.2 Has your organisation re-registered as an Incorporated Society under the Incorporated Societies Act 2022? *

- ☐ Our organisation is registered or has re-registered under the Incorporated Societies Act 2022
- ☐ Our organisation is currently in the process of re-registering under the Incorporated Societies Act 2022
- ☐ Our organisation has not yet started the re-registration process under the Incorporated Societies Act 2022

2.3 Please upload a copy of your current constitution or trust deed. *

Attach a file:

If your organisation is an Incorporated Society, you must provide your current constitution as filed under the Incorporated Societies Act 2022. Incorporated Societies that cannot provide evidence of current registration will not be eligible for funding.

3. Your Organisation

3.1 Organisation name *

Please enter the registered (legal) name of your organisation.

3.2 Contact person *

Title

First Name

Last Name

Please enter the name of the primary contact person for this application.

3.3 Position of the contact person *

Please enter the position of the primary contact given above.

3.4 Contact person's email address *

Please enter the email address for the primary contact given above.

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3.5 Contact Person's mobile phone number *

Please enter the contact phone number for the primary contact given above.

3.6 How many full-time equivalent (FTE) employees do you have? *

3.7 How many people volunteer their time to support the running of your organisation? *

3.8 How many board or committee members does your organisation have? *

3.9 What is the main purpose of your organisation? *

Word count:
Must be at least 100 words.

3.10 What programmes or services does your organisation provide? *

Word count:
Must be at least 100 words.

3.11 Is your organisation registered with Charities Services? *

☐ Yes ☐ No

3.12 If yes, please enter your Charities Services Registration Number here.

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

Charity Registration Number

Organisation Name

Other Names

Status

Street Address

Postal Address

Telephone

Fax

Email

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Website

Date Registered

Must be formatted correctly.

3.13 Which sector primarily fits your project? *

3.14 Which ethnic group will primarily benefit from the project? *

3.15 If Other, please state

4. Your Project

* indicates a required field

4.1 Project name: *

4.2 Project description *

Word count:

Must be at least 150 words.

4.3 Please select the type of project that best fits your request: *

☐ Day to day operating, key services, initiatives and programme costs

☐ Small capital or equipment items, repairs and maintenance of existing non-Council assets that have wide impact on community

☐ Support for events that are open to the wider public, are low cost or free to attend, are likely to draw larger audiences and activate our public spaces

4.4 How many individuals who live in Hamilton are expected to benefit from funding received through this application? *

Please provide a realistic estimate of the number of individual people who benefit from your project in Hamilton only. For example if one person attends five times throughout the year they are counted as one person.

4.5 How will this project deliver benefits that align with council priorities and create

Word count:

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positive outcomes for the wider community? *

Must be at least 150 words.

4.6 How will you measure and demonstrate these outcomes and the overall success of the project? *

Word count:

Must be at least 150 words.

4.7 Please feel free to add any additional comments or information relevant to this application:

Word count:

Must be no more than 300 words.

4.8 Other relevant attachments:

Attach a file:

5. Financial Information

* indicates a required field

5.1 Budget

A comprehensive project budget is a critical component of your funding application. Please adhere to the following guidelines when completing the budget section.

Your budget should show the income and expenses for the project that you are applying for in this application.

If you are applying for general operating costs, please provide your organisation's operating budget for a 12-month period (your financial year).

If you are applying for an event or a specific programme, please provide the income and expenses related to that event or programme.

Your budget must show: All confirmed and unconfirmed income your organisation expects to receive as well as all expected expenses.

1. If you are registered for GST, do not include GST in your figures.
2. Clearly identify all sources of income and indicate whether each is **confirmed (C)** or **unconfirmed (UC)**.
3. **Do not include the amount requested from Hamilton City Council in the Income section.**
4. Provide a clear and itemised breakdown of both income and expenditure directly related to the project for which funding is being sought.
5. If this is your first time applying for funding, please refer to the [example completed budget](#) provided for reference.

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If you have any **queries or need help with this budget section** - please email our Grants Distribution Advisor, Kelly.Buchan@hcc.govt.nz

Income Description	Amount \$
	\$
	\$
	\$
	\$
	\$
	\$

Expenditure Description	Amount \$
	\$
	\$
	\$
	\$
	\$
	\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

5.2 Amount requested *

\$

Up to \$10,000.

6. Financial summary of your organisation:

6.1 Total annual income:

*

Please enter your total annual income of your organisation as shown on your annual accounts.

6.2 Total annual expenditure: *

Please enter your total annual expenditure of your organisation as shown on your annual accounts.

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6.3 Total bank balance: *

Please add together all the balances from all your bank accounts, including any term deposits, and enter the total here.

6.4 Annual financial statements: *

Attach a file:

Please attach your latest annual financial statements eg: Statement of Financial Performance (Income and Expenditure), Statement of Financial Position (Balance Sheet) etc.

6.5 Profit and Loss statement (no greater than six months old)

Attach a file:

6.6 Attach your summary bank statement here (must show organisation name): *

Attach a file:

Please attach a summary list of your bank accounts showing your bank name, organisation name, current balances, including term deposits.

6.7 Is your organisation GST registered? *

☐ Yes ☐ No

6.8 If 'Yes' please provide your GST number:

Please enter your GST number.

6.9 Please attach any additional documents you would like to submit:

Attach a file:

7. Declaration

* indicates a required field

In making this declaration I declare that:

- 1.I am authorised to do so and to the best of my knowledge, the information contained herein is true and correct.
- 2.Any grant received will be used for the project for which it was approved.
- 3.The organisation will comply with any reasonable request from Hamilton City Council to monitor performance and accountability..
- 4.I have read and understood the [Community Grants Policy](#) and associated guidelines.
- 5.This organisation is fully compliant with all applicable legislation, including part 3 of the requirements under the [Children's Act 2014](#) to safety check your volunteers and staff (if applicable)
- 6.I understand that HCC is required to disclose information regarding this grant, if requested by a third party, under the Local Government Official Information Act..

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7. Hamilton City Council will advise our organisation of the outcome of this application. If successful, an authorised person from this organisation will complete a Grant Agreement Form and upload an invoice for payment through SmartyGrants.

8. Once funds have been spent this organisation will complete the required accountability form.

9. This organisation is aware that the personal information that you provide in this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement. A copy of the policy is available here [Privacy Policy](#) and at our libraries, pools and the Municipal Building, Garden Place in accordance with the Privacy Act 1993. The Privacy Statement explains how we can use and share your personal information in relation to any interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this Statement before submitting this form.

10. Our organisation is aware that organisation and personal information collected will be held by Hamilton City Council for the purpose of assessing applications and may be shared with other parties in the process of assessing or in publishing or making available the results of approved grants.

7.1 Full name of organisation: *

7.2 Full name of authorised signatory: *

7.3 Position of authorised signatory: *

7.4 Date of declaration: *

8. Your Feedback

We value your feedback to help us improve our funding process. We would appreciate you taking another couple of minutes to complete this section.

8.1 How easy was the application form to complete?

8.2 How many hours did it take you to complete this application?

8.3 Do the current funding streams (e.g. Partnership, Services, Initiatives, Welcoming Communities) meet the needs of your group or organisation?

☐ Yes ☐ No ☐ Maybe

8.4 How should Council distribute funding?

☐ Fund many groups with smaller amounts ☐ Fund fewer groups with larger amounts ☐ A mixture of both

8.5 How easy was the reporting process after receiving funding?

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8.6 Do you support having dedicated funding streams (e.g. Youth Fund, Arts Fund, Sports Fund)?

☐ Yes ☐ No ☐ Maybe

8.7 Please also feel free to share any comments or suggestions on how we could improve Hamilton City Council's funding form or grant process.

Thank you for taking the time to complete this feedback section.