

2026 Community Services Grants June Round

Form Preview

1. Criteria

* indicates a required field

Please note this Community Services Grant round closes at midnight on 30 June 2026.

The purpose of Hamilton City Council's Community Service Grant is to support:

- The delivery of services, initiatives and projects that improve community wellbeing and connectivity in Hamilton.

Grants will support organisations for:

- Key services, initiatives, and projects that:
 - provide support for day to day needs such as food provisions.
 - support the development of life skills.
 - facilitate employment opportunities.
 - enhance the lives of people living with high needs; or
 - are initiatives that improve access to support or new experiences.
- Small capital or equipment items, repairs and maintenance of existing non-Council assets that have wide impact on community.
- Events that are open to the wider public, are low cost or free to attend, are likely to draw large audiences and activate our public spaces.

Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.

- **Please note your application is being submitted in year 3 of Council's three-year grant cycle. Therefore, multi-year grants are not available in this funding round. Grants allocated from this round will be for one year only.**

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

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

- Yes No

Select one choice. If No, please email our HCC Grants Distribution Advisor on Gary.Ho@hcc.govt.nz

1.2 Is your group *

- An Incorporated Society A Registered Charitable Trust

Please check this link if you are not sure. <https://www.charities.govt.nz/news-and-events/blog/what-to-be-or-not-to-be-incorporated-societies-and-charitable-trusts/>

1.3 Does your organisation have a bank account? *

- Yes No

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

- Yes No

1.5 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/>

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2. Your Organisation

2.1 Organisation name *

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

2.2 Contact person *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

2.3 Position of the contact person *

Please enter the position of the primary contact given above.

2.4 Contact Person's Mobile Phone Number *

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

2.5 Contact Person's Email Address *

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

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

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

2.8 What is the main purpose of your organisation? *

Word count:
Must be at least 100 words.

2.9 What programmes or services does your organisation provide? *

Word count:
Must be at least 100 words.

2.10 Is your organisation registered with Charities Services? *

Yes No

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2.11 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.

| New Zealand Charities Register Information |
|--------------------------------------------|
| Charity Registration Number |
| Organisation Name |
| Other Names |
| Status |
| Street Address |
| Postal Address |
| Telephone |
| Fax |
| Email |
| Website |
| Date Registered |

Must be formatted correctly.

2.12 Which sector primarily fits your project? *

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

2.14 If Other, please state

3. Legal entity status

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

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.

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

3.2 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

3.3 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 Project

* indicates a required field

3.1 Project name *

3.2 Project description *

Word count:

Must be at least 150 words.

3.3 Please select the type of project that best fits your request. *

- | | | |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Day to day operating, key services, initiatives and programme costs | <input type="radio"/> Small capital or equipment items, repairs and maintenance of existing non-Council assets that have wide impact on community | <input type="radio"/> 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 |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3.4 How many individuals are expected to benefit from funding received through this application? *

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3.5 How will this project deliver benefits that align with council priorities and create positive outcomes for the wider community? *

Word count:
Must be at least 150 words.

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

Word count:
Must be at least 150 words.

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

Word count:
Must be no more than 300 words.

3.8 Other relevant attachments:

Attach a file:

4. Financial Information

* indicates a required field

4.1 Project budget

PLEASE NOTE: This is an important part of your application.

Provide your organisation's operating budget for a 12-month period (your financial year). Include the start and end dates.

Your budget must show: All confirmed and unconfirmed income your organisation expects to receive during that period (excluding this grant you are applying for). All expected expenses for the same 12-month period.

If you are registered for GST, do not include GST in your figures.

Please provide a detailed general operating budget *

Attach a file:

Please note your application is being submitted in year 3 of Council's three-year grant cycle. Therefore, multi-year grants are not available in this funding round. Grants allocated from this round will be for one year only.

Amount requested *

\$

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What is the total financial support you are requesting in this application? Please note this application is for one year only.

5. Financial summary of your organisation:

5.1 Total annual income:

*

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

5.2 Total annual expenditure:

*

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

5.3 Total bank balance:

\$

Must be a dollar amount.

Total \$ amount of all your bank accounts added together.

5.5 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.

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

Attach a file:

5.7 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.

Have you applied to any additional sources for funding related to this project?

*

If yes, please list the organisations, amounts requested, and the status of those applications.

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

Attach a file:

6. Declaration

* indicates a required field

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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.
- 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 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>Your 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.

Full Name of Organisation: *

Full Name of Authorised Signatory: *

Position of Authorised Signatory: *

Date of Declaration: *

7. 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.

7.1 How easy was the application form to complete?

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

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

- Yes No Maybe

7.4 How should Council distribute funding?

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

7.5 How easy was the reporting process after receiving funding?

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

- Yes No Maybe

7.7 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.