



## Infrastructure Grant Funding Checklist

- I/we understand that if we do not own the private land or property then we must have a letter of support showing an agreement from the land owner to use their property.
- I/we understand that if my project is on Council land or property, we will have gained permission from Council's Facilities Operations Department.
- I/we understand that any project on Council-owned land or properties must comply with Council's Policies including Health and Safety Policies.
- I/we understand that any project that includes funding on non-Council property and uses volunteers must have a Health & Safety Plan.
- I/we understand that if hiring contractors they must have a Health & Safety Plan.
- I/we understand that the Business Plan **must** include details and information listed below;
  - How your project started – Background details.
  - When your project started – Background details.
  - Full budget breakdown.
  - Has the project coordinator/contractor successfully managed a large scale project before – give evidence of project.
  - What funding has already been secured – from where and how much.
  - Agree to use local businesses/contractors within the Far North District where possible.
  - Explain how you will fund ongoing maintenance and renewal.
  - Demonstrate the community need for your project with letter/s of support.
  - Support Letters – any wider support you can show for your project is beneficial to your application.
- I/we understand that the funding request cannot exceed \$100,000.
- I/we understand that the funding secured by your organisation will only be **matched dollar for dollar** by the Infrastructure Grant Fund (e.g. if you have only raised \$53,000, you can only request \$53,000).
  - Ensure any Council Grant Funding sourced shall not exceed 50% of the total project costs. This includes any Community Grants funding from the Community Board.
  - Volunteer/s maybe included based on volunteer time (but this cannot be your only contribution).

Should you require assistance with your application, please contact a Community Development Advisor by phoning 0800 920 029 or by emailing [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) , they will be happy to provide guidance.