

Application Form - Te Pūaha Fund - September/October 2026

Form Preview

Eligibility

* indicates a required field

If you need to contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Privacy and Information

Whakatāne District Council collects information provided throughout the funding process, for the purpose of effectively administering our community grants and funding programme.

Information is shared with relevant Whakatāne District Council staff, our Community Funding Committee, and third-party organisations who sponsor specific funds. Information may be shared with other members or staff of your organisation (if the application is on behalf of an organisation) where it is deemed necessary for the effective administration of our funding programme.

To maintain transparency, summaries and outcomes of applications are reported in Community Funding Committee [meeting agendas and minutes](#).

Whakatāne District Council is committed to managing information responsibly. Whakatāne District Council's full [Privacy Policy is available on our website](#).

Te Pūaha - Waterways and Marine Environment General Fund

The purpose of this fund is to support projects, activities and programmes, that make the most of the waterways and marine environment of the Whakatāne District. Things like environmental initiatives, educational projects, safety programmes, and water sports, are all eligible.

We are currently accepting applications up to \$20,000. If you would like to apply for more than \$20,000, contact the Community Funding Advisor at grants@whakatane.govt.nz

Incomplete applications, and/or applications submitted after the closing date, will not be considered.

Information For Applicants:

Before completing this form, you should have read the Guidelines for the Te Pūaha - Waterways and Marine Environment General Fund:

[Te Pūaha - Waterways and Marine Environment General Fund Guidelines](#)

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Whakatāne District Council requires all applicants to abide by a set of Terms and Conditions if they receive a grant from us:

[Community Grants and Funding - Terms and Conditions for Grant Recipients](#)

If you have any questions, please contact the Community Funding Advisor at grants@whakatane.govt.nz

Confirmation Of Eligibility

I/we confirm that:

1. I/we have read and understood the [guidelines for the Te Pūaha - Waterways and Marine Environment General Fund](#)
2. I/we are not applying for anything Whakatāne District Council cannot fund, including wages, salaries, and retrospective funding.
3. The project/activity I/we are applying for funding for directly benefits the Whakatāne District.
4. I/we will abide by [the Terms and Conditions for Grant Recipients](#) if I/we receive a grant.

I confirm all statements above are true and correct. *

☐ Yes

Contact Details

*** indicates a required field**

Organisation Name

Organisation Name

Primary Contact Person

Please fill in the contact details of the best person to contact about about this application.

The Primary Contact Person should be the person who fills out this form.

Name: *

First Name

Last Name

Position In Organisation (If Applicable):

Email: *

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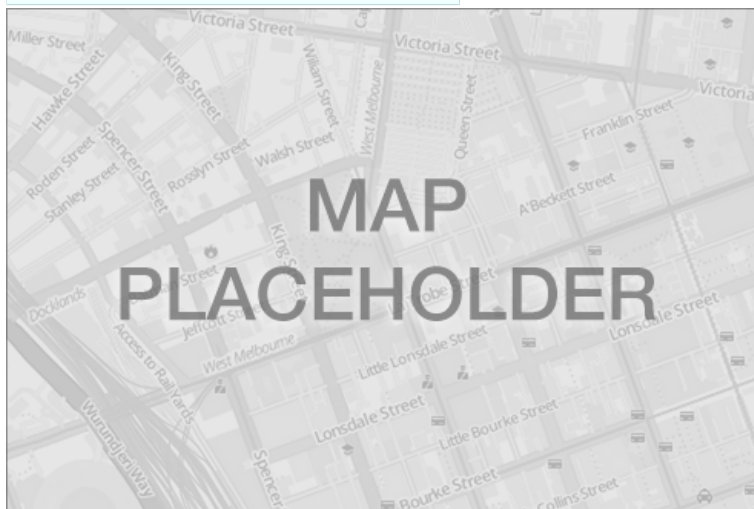
Must be an email address.

Phone Number: *

Must be a New Zealand phone number.

Main Address: *

Address



Address Line 1, State/Province, and Postcode are required.

Postal Address (If Different From Main Address):

Address

Website (If applicable):

Must be a URL.

Secondary Contact Person

Please give a back-up contact person if the Primary Contact Person is not available.

Name *

First Name

Last Name

Email *

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Must be an email address.

Phone Number *

Must be a New Zealand phone number.

Proposal Details

** indicates a required field*

Project Title *

Must be no more than 20 words.

Provide a short name for the proposal/programme/project you are seeking funding for.

Proposal Details

Please give us a summary of your proposal/programme/project.

We recommend you read all the questions on this page before you type your answers, to avoid having to repeat yourself.

Provide a short description of your proposal/programme/project. How will you be using funding? *

How would this proposal/programme/project benefit the Whakatāne District, its residents, and its communities? *

How many people will participate in your project? *

- ☐ 1-10 People
- ☐ 11-25 People
- ☐ 26-100 People
- ☐ 101-500 People
- ☐ 501 Or More People

If there is any additional information you would like us to know about your proposal, write it here:

Proposal Timeline

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Estimate the start and end date here. If not confirmed, provide your best guess.

We are unable to provide funding for projects that have already started, or completed, prior to our Community Funding Committee on the 21st of October 2026

Anticipated start date *

Must be a date and no earlier than 21/10/2026.

Anticipated end date *

Must be a date and no earlier than 21/10/2026.

Support Material And Previous Work

Use this optional section to upload examples of work you've done in the past and/or to attach any letters of support you have.

Attach a file:

Physical Works

Does your project involve improvements to buildings, facilities, or land? This includes new buildings or structures, renovations to existing facilities, landscaping, and the installation of permanent equipment. *

☐ Yes

☐ No

Does your proposal/project require permission or consent from a third party to go ahead?

This includes consent from a local council, regional council, or national government agency. This also includes permission from the owner of the facilities/land, if they are not owned by your organisation.

*

☐ Yes

☐ No

If you are applying for the costs of improvements to facilities, land, or buildings, we need confirmation that those improvements have been approved before awarding funding.

If consent from a local council, regional council, or national government agency is required to complete your project, attach evidence you have that permission/consent below.

If your organisation does not own the facilities or land you want to make improvements to, attach evidence that the owner has granted permission to make changes (We suggest a Letter of Support).

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Physical works upload *

Attach a file:

What is highly likely to happen if you aren't awarded funding, or are awarded a smaller amount than requested? Tick all that apply: *

- ☐ The project/programme will not go ahead.
- ☐ The project/programme will be delayed.
- ☐ The project/programme will be scaled down and may have a reduced impact.
- ☐ I/we will seek other sources of funding (including grants, fundraising, and private donations).
- ☐ I/we will seek non-financial support (including volunteer help, in-kind contributions, and support from other organisations).
- ☐ There will be an added cost to project/programme participants.
- ☐ More of the resources I/we already have will be used to support this project/programme.
- ☐ Things outside of this project/programme will be negatively affected, including funds being diverted from other projects, other projects being postponed/cancelled.
- ☐ The project/programme will go ahead as described.
- ☐ Other:

The combined amount of funding requested by all applicants often exceeds the amount of funding we have to distribute.

Proposal Budget

* indicates a required field

GST

Below this section, there is a table to fill out what items you will use funding for.

How you fill out this section depends on whether or not your organisation is registered for GST.

If your organisation is not registered for GST:

Put the *GST inclusive amount (the full amount)* when you list the cost of items in the table below, and the *GST inclusive amount* in the total amount of funding you request.

If you are approved for funding, you will be paid the exact amount allocated to you by the Community Funding Committee. This is done through a bank transfer.

If your organisation is registered for GST:

Put the *GST exclusive amount* when you list the cost of the items in the table below, and the *GST exclusive amount* in the total amount of funding you request.

If you are approved for funding, you will be paid the amount allocated to you by the Community Funding Committee, *plus GST*. You will need to provide an invoice to us for the amount allocated by the Committee, with GST added to it.

Is your organisation registered for GST? *

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- ☐ Yes - Organisation is GST registered
☐ No - Organisation is not GST registered

Project Costs

Fill in this table with all of the items you are requesting funding for. E.g. materials, equipment costs/hire, event costs.

Use the "Evidence Of Costs" column to attach quotes, invoices, screenshots, or receipts for similar items, for the expenses you are listing.

Item	Cost	Evidence of Costs
List specific items funding will be spent on.	List the cost of those items.	

Project Income

If you expect to be receiving an income from your project (for example, ticket sales, product or art sales, or fundraising) include an estimate of that income.

If you also have other sources of income, for or related to this project, include that income here. This includes donations and grants. *You do not need to include donations and grants that aren't directly related to your project.*

Do not include the amount you are asking for in this application.

Income	Amount
List specific sources of income	The amount of income

Total Listed Project Costs

This number/amount is calculated.

Total Project income

This number/amount is calculated.

Total Funding Shortfall (Total Project Costs minus Total Project Income)

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This number/amount is calculated.

Total Amount Requested *

Must be a whole dollar amount (no cents) and no more than 20000.
What is the total financial support you are requesting in this application?

Organisation Details

* indicates a required field

New Section

Do you have a NZBN (New Zealand Business Number) or a CRN (Charity Registration Number)? *

☐ NZBN

☐ CRN

☐ Neither

NZBN

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

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

CRN

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

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Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Financial Details

* indicates a required field

Attach a copy of your most recent Annual Report

This Annual Report must include a summary of your financial position.

If your organisation does not produce an Annual Report, or you are a new organisation, please provide us with a Financial Statement less than 6 months old.

This may be a Profit and Loss Statement, a Financial Performance Statement, a Balance Sheet, or similar document showing your organisation's finances.

*

Attach a file:

Does your organisation have over \$50,000 in cash assets? *

☐ Yes

☐ No

If your organisation has over \$50,000 in cash assets, use this section to explain what costs, or projects, those funds are reserved for:

Have you received funding from the Whakatane District Council in the past three years? *

☐ Yes

☐ No

This includes funding from our Community Board Discretionary Fund

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Use this section to list any funding you have received from the Whakatāne District Council and our Community Boards in the past three years:

Type of Funding/Grant:	Amount of Funding:	Year Recieved:

Bank Account Details

Use this section to attach proof of you/your organisation's bank account. If you are awarded funding, this is the bank account we will deposit your funding into.

This proof of account could be a bank deposit slip, a letter from your bank confirming your details, a bank statement, or a similar document. If you are applying on behalf of an organisation, this bank account should be in your organisation's name.

We are unable to accept screenshots of banking apps as proof of account.

Proof of Bank Account *

Attach a file:

Certification And Feedback

** indicates a required field*

Confirmation Of Authority

I confirm I am authorised to act on behalf of my organisation: *

☐ Yes

Confirmation Of Information

Name: *

First Name

Last Name

To the best of my knowledge, the information I have given in this form is true and correct: *

☐ Yes

Funding Updates

Would you like to be added to our mailing list and be notified when our funds open for applications?

☐ Yes

☐ No

Applicant Feedback

How long did it take to complete this application form?

- ☐ Less than 30 Minutes ☐ Between 30 Minutes and 2 Hours ☐ Between 2 and 4 Hours ☐ More than 4 Hours

How difficult was our application process?

- ☐ Very Easy ☐ Reasonably Easy ☐ Neither Easy or Difficult ☐ Reasonably Difficult ☐ Very Difficult

How did you find out about this fund?

- ☐ Email/Council Mailout ☐ Radio Advertising ☐ Word of Mouth ☐ Other:
- ☐ Social Media ☐ Newspaper Advert ☐ Council Website

Do you have any suggestions or comments about our application process? What should we do differently next time?

Word count: