



Havelock Mussel Festival Inc.
Po Box 53
Havelock
Marlborough 7150
Email: office@havelockmusselfestival.co.nz

Havelock Mussel Festival Incorporated Community Grants 2019 Application Form

Please complete all questions:

1. Name of Applicant / Organisation: _____

2. Organisation Address: _____

3. Organisation Email Address: _____

4. Contact Person: _____

5. Contact Persons Postal Address: _____

6. Contact Persons Telephone Number: _____

7. Contact Persons Email Address: _____

8. Preferred method of Communication: Telephone Email Letter

9. Is your organisation GST registered: YES NO

10. If YES please provide GST Number: _____

11. Type of Organisation (E.g. Charitable Trust, non-profit body, sport club etc): _____

12. Reason for Application, I.E. What is the grant to be used for? :Please be specific): _____

13. Cost Breakdown (Quotes and/or evidence of costs would be helpful, please attach a separate sheet of paper if Cost \$ required): _____

14. Total amount applied for from Havelock Mussel Festival Incorporated: **Total \$** _____

15. Has the applicant / organisation applied for funds for the same purpose from any other source? YES NO

16. If YES please list

Date	Organisation	Purpose	Outcome

We agree that the above information is true and correct.

Chairperson:

Name

Signature

Date

Secretary:

Name

Signature

Date

Checklist

- Photocopy your application
- Attach costing / quotes where possible
- Attach minutes of your organisation's resolution to apply for funds

The committee reserves the final discretionary right to approve grant applications.

On approval of a Havelock Mussel Festival Incorporated Community Grant, the applicant must provide within six months, receipts for proof of purchase for audit purposes.

Post to:

HMF Grants

PO Box 53

Havelock 7150

Grant applications close 28 June 2019

Havelock Mussel Festival Committee ONLY:	
Application Received:	
Amount approved:	
Signed (X2 Committee Members)	
Approved at Committee Meeting held on	