

Youth Development Fund

Waitai / Coastal-Burwood

Celebrating and Supporting Young People Living in the Waitai / Coastal-Burwood Ward

The Waitai / Coastal-Burwood Community Board wishes to acknowledge young people's effort, achievement and potential excellence in the community by providing financial assistance for their development.

Applications will only be considered on this form, with all the requested information supplied.

The Community Board is offering financial assistance under the Youth Development Scheme to young people, aged 12-20 years inclusive (applicants must be in this age range no exceptions), in areas that will benefit their development and thus the development of the community.

The Community Board will consider applications in the following activities (but not limited to):

- **Personal Development and Growth**

Applications invited in areas of:

- Leadership training
- Career development
- Outward Bound/ Spirit of Adventure
- Extra- curricular educational opportunities
- Other similar activities.

- **Representation at Events**

Applicants also qualify for assistance if they have been selected to represent their school, team or community at a local, national or international event or competition.

This includes sporting, cultural and community events.

This is a relatively small fund and in most instances, a maximum amount of up to \$500 per application is available.

Please refer to the map opposite to see if you live in the Coastal-Burwood ward area or visit the link below and enter your address:

<https://www.ccc.govt.nz/the-council/how-the-councilworks/wards-and-representation/representation/>



Please note, applications need to be received 6 weeks prior to the event. Short notice applications may be considered on a case-by-case basis. For short notice applications please speak to staff prior to applying (contact details on last page on this form).

ELIGIBILITY CRITERIA

Applications will be accepted and considered from individual youth who have filled in the application form and supplied the requested information.

- Eligibility age of the fund 12- 20 years inclusive (applicants must be in this age range no exceptions).
- Each young person may apply only once per year. A second application will only be accepted in exceptional cases and considered at the discretion of the Community Board.
- The fund is open to all youth with any additional need or special circumstances for assistance being noted. e.g. hardship. (For privacy reasons any provided information in this category may be confidentially circulated to the Board prior to the public meeting for their consideration).
- Where possible applicants should be undertaking other fundraising activities. If not possible, the reason or reasons why should be outlined in the application.
- All successful applicants will be required to submit a short story (and if possible photos) about their experience within one month of the completion of the activity/ event and may be asked to attend a Community Board meeting to provide feedback.
- Applications must be received 6 weeks prior to the activity/ event taking place. Late applications may be considered in some circumstances.
- Funding will not be granted towards any adult staff/supervision costs for the event but may be listed as an item in the budget.
- Applicants should indicate in the budget if their expenses are expected to cover the full costs of staff/ coaches/supervisors attending group organised trips.
- Individual members of one family may apply, each on a separate application form.
- Youth must advise if there was a selection process and any criteria involved in their selection or if participation was open to all.
- If a club/school/organisation are contributing any funds to the trip this should be noted, how much and what for.
- If there has been/will be, any group fundraising applicants will need to outline what this was/will be, how much each individual will receive (if known) and what expenses it will cover if it is tagged to a particular expense.

Group/Team Applications

The Coastal Burwood Youth Development Fund is a fund for individual youth, if you are looking for funding for a group or team please contact your local adviser for more information prior to submitting an application.

(See staff contact details on the last page of this form)

- A teacher, coach or organiser may apply on behalf of a group/team and this will be considered as such under the Discretionary Response Fund (DRF) and not the Coastal-Burwood Youth Development Fund.
- A group/team will constitute four or more participants from within the Board area attending the same event or activity.
- If no group/team fundraising has been arranged organisers should provide an explanation as to why not.
- A set maximum grant for group/team applications of up to \$1,500 will apply.

SECTION ONE: APPLICANT'S DETAILS

Name of Applicant: (please include middle name)	
Address:	
Phone:	
Email:	
Date of Birth and Age:	
School and Year: (if applicable)	
Name of Parent/Caregiver: (if applicant is under 18 years of age)	
Phone of Parent/Caregiver:	

SECTION TWO: EVENT / ACTIVITY DESCRIPTION

Please tell us about the project/activity you are seeking support for. (Attach additional information where appropriate e.g. conference programme, travel itinerary, letter confirming acceptance, etc)

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Date(s) of Event / Activity:	
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SECTION THREE: FINANCIAL INFORMATION

Cost of Event / Activity: (Please provide a breakdown of the individual costs for the event/activity e.g. airfares, accommodation, registration fees etc. each separately listed in the below table). Note: Any adult staff/supervision costs will not be covered by this fund, but can be listed in the below budget.

Item	Amount \$
TOTAL	
Amount Requested from the Community Board	

Please list any other funding sources you have applied to for this event/activity/trip:

Funding organisation	Amount requested?	Date of Decision	Pending/Approved/Declined (How much?)

What other fundraising activities are you undertaking for this project? (E.g. income from part-time job, raffles, sausage sizzles, etc.)

Fundraising Activity	Amount \$

If you have not raised any other funding to date, why not?

Have you applied to the Community Board for this fund before? Yes No

SECTION FOUR: ABOUT YOU

Can you please tell us a bit about yourself, including your involvement in your sport/activity, your interests and any work (voluntary or paid) in the community. Please also tell us how this activity/event will be of benefit to you and/or the community.

Selection process - Please advise below if there was a selection process for this event/activity, what it was, or if it was open to all to attend:

Please provide any details of hardship, additional needs or special circumstances that we should be made aware of. Please contact us if you have any further questions around this. Any confidential or sensitive information will not be made public, but may circulate confidentially to the Community Board for their consideration.

Please list two referees and/or attach letters of support for this project.

Name:	Contact No:
Name:	Contact No:

SECTION FIVE: DECLARATION

I declare that all details contained in this application form are true and correct to the best of my knowledge. I accept that information provided in this application may be used in an official Council report.

Name	Signature
Signature of Parent/Caregiver (if applicant is under 18 years of age)	Date

If you have any questions regarding this application or any information in it please do not hesitate to contact the staff member below for further clarification.

- Katie MacDonald, Community Support Officer 941- 5325

CHECKLIST: To ensure timely processing of your application, please make sure that you have included:

- Bank Generated Deposit Slip that has your (or your parents) name on it
- Proof of attendance/involvement at event
- Supporting letter(s) / information from coaches, event organisers, etc

Return your completed application form to the Shirley Service Centre, 36 Marshland Road, Shirley, or post to:

**Youth Development Fund
Christchurch City Council
PO Box 73023
Christchurch 8154**