



**STEWART ISLAND/RAKIURA VISITOR LEVY FUND**

**Applications close:**

**31 March Each Year**

**Applications received after the closing date will not be considered.**

**Any enquiries to:**

**Post to:**

**Southland District Council  
PO Box 903  
Invercargill 9840**

**Or deliver to your nearest Southland District Council office.**

**Bronwyn Affleck - Telephone (03) 211 1426**

Please read on to check whether you are eligible to apply.

**PURPOSE**

The Southland District Council Stewart Island/Rakiura Visitor Levy Fund is available to support:

- ***Activities and facilities used by, or for the benefit of, visitors to Stewart Island.***
- ***Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island.***

Allocation decisions are made by the Stewart Island/Rakiura Visitor Levy Committee. The Committee will give priority to applications for activities or projects that can demonstrate the widest public benefit. Applications that primarily benefit a single or limited number of persons or entities will be given a low priority.

Please note that funding is not provided retrospectively and the Southland District Council Stewart Island/Rakiura Visitor Levy Fund will not be used to fund activities or services with a primarily commercial focus.

**STRATEGIC PRIORITIES**

Funding applications must show alignment with the Stewart Island Visitor Strategy (2010 - 2015). The Strategy can be found on the Venture Southland Website ([www.venturesouthland.co.nz/funding](http://www.venturesouthland.co.nz/funding)).

Some aspects of the strategy focus' on commercial activity (eg Goals 1, 2 and 4). Applicants are reminded that projects with a primarily commercial focus will not be prioritised and are advised to ensure that applications demonstrate a wide benefit to visitors to Stewart Island.

Priority will be given to applications that develop:

- **Tourism-related infrastructure.**
- **The look and feel of the Oban township.**

Assistance for other initiatives outside the above broad categories may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee. However, all funding must fit within the purpose of the fund to comply with the Sections 3 and 6 of the Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act 2012 ([www.venturesouthland.co.nz/funding](http://www.venturesouthland.co.nz/funding)).



## General Allocation Criteria

- The fund will provide assistance to only those projects that are for the benefit of visitors to Stewart Island or mitigate the adverse effects of visitors on the environment. Funds are unlikely to be allocated to commercial projects and services.
- Applications which demonstrate the widest public benefit will be prioritised.
- The fund is available to all individuals and community groups however; applicants seeking assistance for activities and services with a primarily commercial focus are discouraged from making an application.
- Applications must show alignment with the Stewart Island Visitor Strategy (2010-2015) *excluding Sections 4.2, 4.3, 4.5, and associated sub-sections.*
- Allocations can be made to fund services and facilities on Ulva Island.
- Applications must include the completed application form and any other supporting information.
- Applications will be administered by Venture Southland and funding decisions will be made by the Stewart Island/Rakiura Visitor Levy Committee.
- Applications close at 5.00 pm on 31 March. Late applications will not be accepted.
- Co-funding sourced from other organisations is encouraged however; funding from the Stewart Island/Rakiura Visitor Levy Fund will not be allocated until all additional funding for the project has been formally secured.
- Successful applicants will be required to sign an accountability form at the conclusion of their project. The form will require applicants to provide proof that the project has been completed as per the details provided in the funding application.
- Priority will be given to projects that support development of tourism-related infrastructure and enhance the look and feel of Oban.
- Level of assistance provided will be based on the merit of the project and potential benefits to the Stewart Island community as determined by the Stewart Island/ Rakiura Visitor Levy Committee and Technical Advisory Group.
- Funding will not be allocated retrospectively.
- Applications received after 5.00 pm on 31 March will not be accepted for the current funding round however; they may be considered in the next annual funding round.

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM**



**B. WHAT ARE YOU APPLYING FOR - Please tick all that apply**

- Funding for an activity or facility used by, or for the benefit of, visitors to Stewart Island
- Funding for an activity or facility to mitigate the adverse effects on the environment from visitors to Stewart Island.
- ----- Funding for the development of tourism-related infrastructure.
- Funding for a project that will enhance the look and feel of Oban.

**C. PROJECT DETAILS**

1. What is the name of your project?

**Please describe fully (continue on a separate sheet if necessary).**

2. For what purpose does your organisation seek a Stewart Island/Rakiura Visitor Levy Grant?

(a) If your application relates to a facility or infrastructure - what is the current status of the facility or infrastructure?

(b) Does the facility or infrastructure asset have a long term Development and Maintenance Plan? Yes / No (if yes, please attach)

(c) In some instances a statement of position from an accountant detailing current assets and liabilities may be required as a condition of receiving a grant. Do you have a current "statement of position"? Yes / No (if yes, please attach)

3. How will your project directly benefit visitors to Stewart Island?

4. How does your application demonstrate alignment with the Stewart Island Visitor Strategy (2010-2015)?

5. Start date of your project:  Finish date of your project:

## D. PRESENTATION (Optional)

Applicants can choose to make a presentation in support of their application. Presentations are limited to five minutes. An additional five minutes will be available for questions from the Stewart Island/Rakiura Visitor Levy Committee if required. Applicants will be advised of the time, date and location of presentations.

• I wish to make a presentation in support of my application.

• I do not wish to make a presentation in support of my application.

• I am available to make a presentation in support of my application if required by the Committee.

## E. FINANCIAL DETAILS

Are you registered for GST? No  Yes  GST Number \_\_\_\_\_

Applicants that are not GST-registered need to provide budget figures that include GST.

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

1. Please round all figures to the nearest dollar.

EXPENDITURE Project Costs	\$	INCOME Your Contribution	\$
		Fees/subs	
		Fundraising	
		Loan/mortgage/debenture	
		Cash savings	
		Other	
		<b>Sub Total</b>	
		<b>Other Grants and Sponsorship applied for</b>	
		Sponsorship	
		Grants (successful and proposed)	Amount Requested
		•	Result Date _ / _ / _
		•	Result Date _ / _ / _
		<b>Sub Total</b>	
<b>(a) Total cost of the project is</b>		<b>(b) Total Income</b>	

How much money are you applying for? \$ \_\_\_\_\_

To find out how much money you should apply for, subtract **your contribution (b)** from the **total cost of the project (a)**. The answer is the amount of money you need in order for your project to go ahead.

**2. Briefly describe any voluntary effort or donated materials provided for the project**

Voluntary effort (eg, number of hours)	
Donated materials (eg, approximate \$ value)	

**3. How do you envisage paying for the future operational costs of this project?**

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**F. DECLARATION (please provide two signatures)**

We, \_\_\_\_\_ consent to the Southland District Council collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.

<b>(a)</b> Name:	
Position in organisation:	
Signature:	
Date:	
<b>(b)</b> Name:	
Position in organisation:	
Signature:	
Date:	

**CHECKLIST - please attach**

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• A current statement on income and expenditure	<input type="checkbox"/>
• A current bank statement from your organisation	<input type="checkbox"/>
• Quotations, where relevant	<input type="checkbox"/>
• Letters of support (if applicable)	<input type="checkbox"/>
• Development and Maintenance Plan (if applicable)	<input type="checkbox"/>

**These items will complete your application**