

Representative Fund Application Form 2026-27

Form Preview

About the Representative Fund

Purpose of the Representative Fund

The Representative Fund supports young people aged 19 years (both individuals and teams) and under from the Manawatū District who have been selected to represent their community, region, or country at recognised events, competitions, conferences, forums, or activities.

The fund assists with costs associated with regional, national or international representation helping young people broaden their experience, develop their potential, and positively represent the district.

This fund is intended to recognise achievement, support personal development, and reflect Council's commitment to strengthening youth participation and opportunity across the district.

The participant in the representative event applied for must reside within the boundaries of Manawatū District for funding purposes. To check eligibility please [click here](#).

Eligibility

To be eligible the participant in the representative event applied for must:

- Be up to 19 years of age at the time of application.
- Live in the Manawatū District.
- Have been formally selected by a recognised organisation, governing body, or event organiser to represent the district, region, or New Zealand.
- Be participating in an event, competition, conference, leadership forum, cultural activity, or other recognised representative activity.

Applications may be submitted by the under 19-year-old participant in the representative event applied for or by a parent/guardian on their behalf.

If the person who is making the application is under 16 the Terms of Agreement on the final page of the application need to be signed by their parent/guardian.

Fund Available

Applications for the Representative Fund may be submitted throughout the financial year until the available annual funding allocation has been exhausted.

Applicants may apply for:

- Up to \$300 for individual representation at events within the Manawatū District, **or**
- Up to \$500 for individual representation at events within New Zealand, **or**
- Up to \$750 for individual representation at events held overseas, **or**
- Up to \$1,500 for team representation at events within the Manawatū District, New Zealand or overseas.

All values are excluding GST where applicable.

Total funding available is determined through Council's Annual Plan and Long-Term Plan processes.

Applications must be submitted through Council's online portal.

Representative Fund Application Form 2026-27

Form Preview

Applicant Guidance

What can't be funded?

The Representative Fund will not fund:

- Retrospective costs (events that have already taken place).
- Training, coaching, trials, qualifying events or practice rounds.
- Equipment, uniforms, costumes, or gear not directly linked to the representative event.
- Private lessons or tuition fees.
- Representation for purely commercial or profit-driven activities.
- Costs for accompanying adults (unless required for accessibility or safety reasons).

Assessment Considerations

Applications will be assessed in the order they are received until the available annual funding allocation has been exhausted. They will consider:

- Priority may be given to first-time applicants where funding availability becomes limited.
- Event costs and financial need.
- Benefit to the young person (e.g. how participation will support growth, learning, leadership or cultural development).
- Performance against accountability measures for previous successful applicants.

To ensure equitable distribution of funding, Council will not normally provide both individual and team funding support for the same representative event or activity. Where a team or group application has been approved, individual members of that team or group will not normally be eligible for separate funding for the same event, and vice versa.

Accountability Requirements.

Recipients of funding must:

- Use the funding only for the approved representative event.
- Provide a short accountability summary within two months of the event including:
 - o A brief reflection on their representative experience;
 - o A reflection on how they intend to or have shared their learning with others around them;
 - o A summary of how the funds were used.
- Acknowledge Manawātū District Council's support where appropriate.
- Present their summary of their experience at a Council meeting (either by pre-recorded video or in person at Council or Youth Council meeting).

Before You Begin

Please note:

Before completing this application form, you should have read the information on the previous pages **About the Representative Fund** and **Applicant Guidance**.

If you have any questions regarding this information, please contact us on **community.development@mdc.govt.nz**

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

Representative Fund Application Form 2026-27

Form Preview

Incomplete applications and/or applications received after the fund has been expended will not be considered.

Who is applying for this fund.

Are you:

- ☐ The participant in the representative event applied for
- ☐ A parent/caregiver applying on behalf of your young person

Fund Name:

This field is read only.

The program this submission is in.

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

Application Number

This field is read only.

The identification number or code for this submission.

Eligibility Privacy and Conflicts of Interest

* indicates a required field

Confirmation of Eligibility

I confirm that I, the applicant:

- Am up to 19 years of age at the time of application.
- Live in the Manawātū District (within the boundary administered by the Manawātū District Council- [click here to see this](#))
- Have been formally selected by a recognised organisation, governing body, or event organiser to represent the district, region, or New Zealand.
- Am participating in an event, competition, conference, leadership forum, cultural activity, or other recognised representative activity.
- Do not owe any reports or money to Manawātū District Council as a result of previous funding or grants.
- Have read and understand the information given about the fund
- Am able to demonstrate alignment between the representative event and the aims of this fund

Please select below: *

- ☐ Yes
- ☐ No

You must confirm that all of the above statements are true

Privacy Notice

Representative Fund Application Form 2026-27

Form Preview

Please view our Privacy statement here. [Privacy | Manawātū District Council](#). This outlines how and why Council collects and stores your personal information, what we use it for and who we can share it with.

I have read the statement and agreed to its terms. *

☐ Yes

☐ No

Conflicts of Interest:

A conflict of interest is when someone involved in the funding process could personally benefit from the application, or when it might look like they could.

Examples include:

- you are related to someone assessing the application;
- a council staff member or councillor is involved in your team, club, or organisation;
- someone involved in the decision could benefit from the funding.

If there could be a conflict of interest, please let us know in your application. This does not automatically stop you from applying, but it helps make the process fair and transparent for everyone.

Do you have any conflicts which may influence your application? *

☐ Yes

☐ No

If yes, please provide more details about this.

Eligibility Privacy and Conflicts of Interest

* indicates a required field

Eligibility

I confirm that the participant in the representative event applied for:

- Is up to 19 years of age at the time of application.
- Lives in the Manawātū District (within the boundary administered by the Manawātū District Council- [click here to see this](#))
- Has been formally selected by a recognised organisation, governing body, or event organiser to represent the district, region, or New Zealand.
- Is participating in an event, competition, conference, leadership forum, cultural activity, or other recognised representative activity.
- Does not owe any reports or money to Manawātū District Council as a result of previous funding or grants.

I confirm that I, the parent/caregiver applying on behalf of the participant in the representative event applied for:

- Has read and understands the information given about the fund
- Is able to demonstrate alignment between the representative event and the aims of this fund

Representative Fund Application Form 2026-27

Form Preview

Please select below: *

☐ Yes

☐ No

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I have read the statement and agreed to its terms. *

☐ Yes

☐ No

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Examples include:

- you are related to someone assessing the application;
- a council staff member or councillor is involved in your team, club, or organisation;
- someone involved in the decision could benefit from the funding.

If there could be a conflict of interest, please let us know in your application. This does not automatically stop you from applying, but it helps make the process fair and transparent for everyone.

Do you have any conflicts which may influence your application? *

☐ Yes

☐ No

If yes, please provide more details about this.

Applicant Details

*** indicates a required field**

Contact details of parent/caregiver

Name *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Email *

Representative Fund Application Form 2026-27

Form Preview

Must be an email address.

Phone Number *

Must be a New Zealand phone number.

Details of the participant in the representative event applied for

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Address. The participant in the representative event applied for must live in the Manawātū District. *

Address

Must be an address that is located in the Manawatu District ie not Palmerston North

Phone Number *

Email Address *

Must be an email address.

Date of birth. Please note that the participant in the representative event applied for must be up to 19 years old or under at time of application. Please note, if you are applying as a team this must be the date of birth of your oldest team member *

Must be a date.

Have you applied to and been awarded funding from this fund in the last two years? *

☐ Yes ☐ No

N.B Priority may be given to first-time applicants where funding availability becomes limited

If your answer is 'yes' please detail the event and how much funding was recieved from Council.

Representative Fund Application Form 2026-27

Form Preview

Event Details

* indicates a required field

What event have you/the participant in the representative event applied for have been formally selected for? *

Must be no more than 250 characters.

Please include the full name of the event eg National U18 Netball Championships, World Championships

Please give us a short description of the event and details about the selection process. *

Provide a short description (100 words recommended) of the event and selection process.

Please upload evidence of selection. Please note that the name of the participant in the representative event applied for and the name of the event must be clearly stated. Selection needs to be by a recognised organisation, governing body, or event organiser to represent the district, region, or New Zealand *

Attach a file:

This could be a copy of the official letter or email confirming your selection.

When will the event take place? *

Please include the start and end date of the event

Where will the event take place? *

Please include the venue, location and country if it is overseas

Benefits to Participation

Please explain how participation in this representative event will support learning, growth, leadership or cultural development for you/the participant in the representative event applied for and/or your team.

For example, you could tell us if you/the participant in the representative event applied for will:

- Learn skills to coach, mentor, or support others.
- Gain experience leading a team or group.
- Build confidence speaking or performing in front of others.
- Strengthen your cultural knowledge identity, or leadership skills.
- Bring new skills or knowledge back to your club, school, or community.

Representative Fund Application Form 2026-27

Form Preview

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Financial Information

* indicates a required field

Income and Expenditure for Event

Please complete the income and expenses tables below to show the full budget for attending the event or activity.

Income. Please include:

- The amount you are applying for from Manawātū District Council.
- Any money you expect to raise through fundraising (for example: donations, sausage sizzles, raffles, sponsorship, or other fundraising activities).
- Any money you or your family/whānau will contribute yourself.

Expenses. Please include all expected costs, such as:

- Travel
- Accommodation
- Event or competition entry fees
- Uniforms or equipment
- Food and other related costs.

Please note: The Representative Fund **will not** fund:

• Retrospective costs (events that have already taken place). • Training, coaching, trials, qualifying events or practice rounds. • Equipment, uniforms, costumes, or gear not directly linked to the representative event. • Private lessons or tuition fees. • Representation for purely commercial or profit-driven activities. • Costs for accompanying adults (unless required for accessibility or safety reasons).

Please also note the following application thresholds:

- Up to \$300 for individual representation at events within the Manawātū District, **or**
- Up to \$500 for individual representation at events within New Zealand, **or**
- Up to \$750 for individual representation at events held overseas, **or**
- Up to \$1,500 for team representation at events within the Manawātū District, New Zealand or overseas.

Application requests must not exceed your expenditure.

Income	\$	Expenditure	\$
	\$		\$
	\$		\$

Representative Fund Application Form 2026-27

Form Preview

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Amount Requested

Total Amount Requested from the Fund. *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Quotes

If you have any quotes to support your application please upload them here.

Attach a file:

Bank Account Details

Bank Account *

Account Name

Account Number

Must be a valid New Zealand bank account format.

Please include a copy

Please attach proof of bank account details here. (e.g. deposit slip, online screenshot) *

Attach a file:

Applicant Declaration

* indicates a required field

Terms of agreement

This section must be completed by an appropriately authorised person on behalf of the applicant (may be different to the contact person listed earlier in this application form).

If you are making this application and you are under 16 this needs to be your parent or guardian.

These terms are only binding if your application is successful:

Representative Fund Application Form 2026-27

Form Preview

If the applicant accepts an offer of funding from Manawātū District Council they agree to:

- Complete the project as outlined in the application or to request permission (in writing) from Council if the initiative changes. Permission is subject to officer approval.
- To use the funding only for the approved representative event.
- Return any unspent funds to Council.
- Keep invoices, receipts and records of expenditure for seven years.
- Provide a short accountability summary within two months of the event. The applicant understands that the information given here will be referred to if the applicant applies for any further Council funding
- Present a summary of their experience at a Council meeting (either by pre-recorded video or in person at Council or Youth Council meeting)
- Give permission for the applicant organisation or name, brief details of what they have been funded for and the amount funded to be made available to the public.
- Acknowledge Manawātū District Council's support where appropriate.
- Ensure that the applicant has obtained the consent of all people involved to provide these details and understand that the applicant has the right to access this information. This consent is given in accordance with the Privacy Act 2020.

2. Manawātū District Council is bound by the Local Government Official Information and Meetings Act 1987. The act gives people the right to ask councils for information and helps make sure Council decisions are made openly and transparently. Please find out more about this via our website here: [Official Information Requests \(LGOIMA\) | Manawātū District Council](#)

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is approved for this grant, we will be required to accept the terms and conditions.

*

☐ I Agree

Name of authorised person *

Email *

Must be an email address.

Phone Number *

Must be a New Zealand phone number.

Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

How many minutes in total did it take you to complete this application? *

Representative Fund Application Form 2026-27

Form Preview

Estimate in minutes ie 1 hour = 60 minutes

Please provide us with your suggestions for improvements and/or additions to the application process/form that you think we need to consider