



COMMUNITY PARTNERSHIP FUND Comprehensive Application Instructions

This pack provides information and instructions on how to complete a Comprehensive Application for the Community Partnership Fund. **Only applicants who have been invited to submit a Comprehensive Application for the 2008/09 funding round can apply.**

The Community Partnership Fund (CPF) aims to support local, regional and national initiatives, through partnerships, to develop and achieve capability, confidence, relevant content, and connection to realise community aspirations through Information and Communication Technology (ICT).

Included in the Comprehensive Application pack are

- 1** Eligibility Checklist
- 2** Guide for Applicants
- 3** Comprehensive Application Form.

A Word version (*.doc) of the **1** Eligibility Checklist and the **3** Comprehensive Application Form is available from www.digitalstrategy.govt.nz.

If you have any questions about this pack, please freephone 0800 824 824 or email cpf@dia.govt.nz.

This funding pack applies only to the Comprehensive Application stage of the CPF.

INSTRUCTIONS

Before you start

Please complete the **1** Eligibility Checklist, which helps determine whether you are eligible for the CPF.

If you have answered NO to any of the questions in the checklist, your application may not be eligible for the CPF. Please freephone 0800 824 824 to discuss whether you should proceed with your application.

When completing the forms you must

- complete all sections of the forms that apply to your project
- supply all information as requested
- be succinct and relevant in your answers
- sign the Applicant Declaration in your Comprehensive Application Form.

PLEASE NOTE: Failure to meet any of these requirements

may render your application ineligible for consideration. Please only attach requested information.

SENDING US YOUR APPLICATION

Your application must be received by the Department of Internal Affairs before **5pm Monday, 30 March 2009**.

Applications received after the closing date will be ineligible for consideration.

Please send your completed **1** Eligibility Checklist, **3** Comprehensive Application Form and required attachments to:

Postal address Community Partnership Fund
Crown Funding and Trusts Team
The Department of Internal Affairs
PO Box 805
WELLINGTON 6140

Courier address Community Partnership Fund
Crown Funding and Trusts Team
The Department of Internal Affairs
46 Waring Taylor Street
WELLINGTON

PLEASE NOTE: We will not accept faxed copies or return supporting documents (please send copies of originals only).

Applications will not be accepted by email.

Applications sent to Department of Internal Affairs regional offices will not be accepted.

MORE INFORMATION

For more information about the CPF, visit www.digitalstrategy.govt.nz or freephone 0800 824 824.