



## **COMMUNITY GROUP GRANTS**

### **CRITERIA 2019/20**

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Please read all the criteria before completing the application form. There is a limit of one successful application per organisation per **financial year** (1 July – 30 June). Type or legibly complete the application form using black pen as the applications are photocopied.

For further information contact the administrator, Carole Hansen at the Waitaki District Council on (03) 433 0300.

**Please note:** This criteria may change from year to year. Please ensure you have the latest copy.

### **AIM**

Community Group Grants have been established by Waitaki District Council to assist not-for-profit organisations and groups based in the Waitaki District with projects. A project may include one-off programmes, services or activities that benefit the community.

Community Group Grants contribute to the following Community Outcomes in the Long Term Plan 2018-2028 which states that:

- We provide and enable services and facilities so people want to stay and move here
- We understand the diverse needs of our community

### **FUNDING AVAILABLE**

Funding is for one-off costs associated with a project. Ongoing funding will not be considered.

There are two funding rounds per annum, with a total of \$75,000 available to cover both funding rounds (\$37,500.00 per round).

### **OBJECTIVES**

The objectives of Community Group Grants are:

- To assist groups to meet the needs of the community
- To support projects that demonstrate local initiative

### **CRITERIA**

Groups applying for Community Group Grants must meet the following criteria:

- Be not-for-profit
- Be based in the Waitaki District or delivering a service that benefits the District or a part of it
- Be able to show that their project is meeting an identified need in the community
- Be making a contribution of their own to the project (financial, volunteer time etc)
- Be able to demonstrate that without Council support the project will not proceed
- Must account for any funding received.

## **ASSESSMENT OF APPLICATIONS**

The assessment of applications is conducted by the Community Group Grants Committee, which is a sub-committee of Waitaki District Council. The Committee will take the following into consideration when assessing applications:

- Previous grants received from Waitaki District Council
- Whether the application complies with the Community Group Grants' criteria
- The level of compliance with conditions of any previous grants from Waitaki District Council (have you returned previous accountability forms?)
- The ability of the organisation to successfully deliver the project
- Any independent assessment or comment sought from relevant government or community agencies or groups
- Other sources of funding available to the organisation and its fundraising capabilities and previous outcomes.

## **ELIGIBLE GROUPS**

Not-for-profit groups are eligible to apply for a Community Group Grant.

### **Criteria for schools and preschools**

- ***Schools and preschools are eligible but the Committee requires the following:***
  1. The application is for the community use component only.
  2. The application demonstrates appropriate financial input from the community (fundraising etc).
  3. There is evidence of the level of community use included in the project description.
  4. Detailed financial statements specific to the project ie not general school accounts.

## **INELIGIBLE GROUPS**

- Groups primarily funded by Central Government
- Organisations needing considerable capital funding
- Individuals

## **ELIGIBLE PURPOSES**

Funding may be granted for the following:

- Operational costs associated with **a project**, such as rent, phone, power, stationery, internet, venue hire
- Tutor fees
- Volunteer expenses
- The purchase of specific items of equipment, materials or resources
- Printing, publicity or educational material, and promotion of activities
- Transport, where some disability or disadvantage is involved
- Minor facility development (does not include maintenance)

## **INELIGIBLE PURPOSES**

Funding will not be granted for the following:

- **Ongoing operational** costs such as rent, power, phone, advertising, stationery
- Salaries or wages
- Services or projects seeking to promote commercial, political or religious objectives, including political advocacy projects, employment or business initiatives or commercial enterprises
- Purchase of land or buildings/new buildings
- Food/Catering
- Capital improvements to facilities not owned by the applicants
- Council fees for consents and licences
- Funding for projects that have started before the Committee meeting date
- Organisations that seek to redistribute funds to other recipients at their own discretion
- Fund-raising costs
- Debt repayment or refinancing existing loans
- Vehicles
- Overseas travel
- Medical expenses, operations or treatment either here or overseas
- Capital investment or trust funds
- Rates
- Facility maintenance
- Uniforms/Costumes

## **ACCOUNTABILITY REQUIREMENTS**

Organisations must adhere to the following accountability requirements:

- Funds must be used only for the purpose for which they were sought and/or approved and in accordance with any terms or conditions imposed by the Committee
- Funds must be used within **6** months of the recipient being notified of the successful application
- The recipient is required to inform the administrator **immediately** if any difficulties and/or potential difficulties arise which may compromise the project
- A complaint must be laid with the Police if any funds received through this scheme are stolen or misappropriated. The Council must be notified of all such complaints to the Police
- The recipient must allow an audit on the use of the funds should Waitaki District Council wish to undertake such an audit
- The recipient must recognise the support of Waitaki District Council in all publicity material, annual reports and similar publications
- The recipient must provide an accountability report with receipts to the Committee outlining the use and the benefits to the community of the funds no later than 6 months after the funds have been uplifted
- Any extension to the accountability timeline may be negotiated by contacting the administrator at Council offices.