



Community Fund Guidelines

Instructions

Please read the guide overleaf and check that you are eligible before applying. You are welcome to discuss your application with the Community Funding Officer before submitting. It is recommended that you do this well before the closing date.

Submit your application with supporting documents by 4pm on the closing date for the round that you want to enter. Applications will only be considered for one round unless resubmitted.

If your organisation is not a registered incorporated society or charitable trust, you will need to have another group 'umbrella' you. This means they will vouch for you and ensure the grant is spent appropriately. Your umbrella group will need to sign your application and complete the blue page. They will receive the payment on your behalf so will need to provide account details.

Closing date – Round 1: 1 September 2017

For projects occurring between: Oct 2017 and Oct 2018.

Closing date – Round 2: 23 March 2018

For projects occurring between: Apr 2018 and Apr 2019.

All applications will be referred to the Community Funding Committee for consideration. Council's decision is final and cannot be contested.

Email your application to: mailroom@wdc.govt.nz

Or post to: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

Contact: Community Funding Officer
Phone 09 430 4200

Guide for applicants

The Community Fund was established to assist community groups that are undertaking a project or event which is aligned to Council's Community Outcomes and that benefits the wider community or a sector of the community.

The Community Fund has two rounds per year. For the financial year from 1 July 2017 to 30 June 2018, the total funding available from the Community Fund is \$75,000.

The maximum amount that can be sought through the Community Fund is \$10,000. The average grant size over the last twelve months has been under \$3,000.

Who can apply?

An application can be made from any not-for-profit group with legal status, or working under the umbrella of a group that meets these criteria.

Applicants:

- must not have already received a grant from Council's community funding in the current financial year (not including the Creative Communities Scheme)
- must not have a bad credit record
- must display appropriate financial management and procedures
- previous track record of funding from Council must be positive.

If you have previously received a grant from Council's community funding, you must have completed a project report for the earlier funding before any further applications from you will be considered.

Eligibility criteria

The project/event must -

- take place within the Whangarei District
- contribute to one or more of Council's Community Outcomes
- benefit the wider community or a sector of the community
- not have started before funding is approved.

Relevance criteria

Your project/event must meet one or more of the following relevance criteria -

- there is an identified need for this project/event
- creates opportunities for residents / communities to actively participate in or attend the project/event
- has a broad appeal to the wider community
- has a youth development focus
- attracts visitors to the District
- generates economic benefit for the District.

Types of projects or activities that could be funded include:

- Festivals, community celebrations, community workshops and seminars
- Venue hire
- Lighting and sound
- Publicity/advertising
- Materials (such as those required for facility improvements where the work is completed by community volunteers)
- One-off personnel costs (such as guest tutor, artist or facilitator fees).

Types of projects or activities generally not funded include:

- Facility development (such as facility improvements and/or extensions where the work is carried out by contractors)
- Purchase of capital items (such as vehicles, ovens/stoves, fridges, office furniture, computers, printers, photocopiers)
- Ongoing administration and service costs (such as rent, salaries, power, telephone)
- Catering costs or any food or refreshment costs associated with the project/event
- Travel and accommodation costs (such as airfares, petrol, vehicle hire, hotel costs)
- Payment of royalties
- Prize monies, trophies or awards
- Fundraising activities or related costs
- Retrospective costs
- Debt servicing