

Community Funding Guide

2018-2019

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1 About this guide

This document is intended for anyone considering applying to Whangarei District Council (Council) for funding, and should be read before completing an application form.

The Community Development department of Council administers a range of grants, loans and concessions for Council. For advice, contact the Community Funding Officer.

You can also find this guide and information about Council's funding at www.wdc.govt.nz/funding.

This Community Funding Guide is supported by Council's *Grants, Concessions and Loans Policy (Policy 0031)*. The Policy outlines Council's intent, principles and strategy for community funding. It is reviewed triennially. This Guide outlines how community funding will be delivered. It is reviewed annually.

2 Our priorities and principles for funding

Council's funding supports community groups and organisations to provide a balanced mix of amenities and services that meet the needs of Whangarei District's diverse communities, and supports the achievement of a vibrant, attractive and thriving district.

We are guided by Council's Community Outcomes and funding principles.

Community Outcomes

Our community funding supports our Community Outcomes, which are the set of aspirations that Council has agreed to for the 2018-2028 Long Term Plan. These are:

- Efficient and resilient core services
- Caring for the environment
- Positive about the future
- Proud to be local.

Funding principles

We use these principles in how we deliver community funding and support:

Accessibility	Consistency	Diversity
Effectiveness	Efficiency	Equity
Flexibility	Inclusion	Transparency

How we will deliver grants, concessions and loans

We aim to enable greater diversity and flexibility in the applications for funding that we consider.

We provide guidance and advice to make the process as easy as possible.

Applications for funding may meet more than one Funding Priority area and we see this as strengthening the application.

We will give you advice on how to deliver a sound funding application, and how to access other sources of support, financial and non-financial.

3 Criteria and eligibility

General criteria

Council wants to support entities that:

- are a not for profit legal entity (or working under a suitable umbrella organisation that meets this requirement; note that individuals can apply to the Creative Communities Scheme)

- have appropriate financial management, planning and governance, and demonstrate “readiness” for the receipt of funding and its appropriate use
- have a positive track record of use of Council funding and be up to date with required reporting (if previously funded)
- are not applying for funding for an activity that Council is already providing the organisation financial support for.

Generally, we won't support applications for projects

- where the primary purpose is to promote religious, political or commercial activity
- we consider are the core business of another organisation or service provider, or the responsibility of a central government agency
- that start before funding decisions are made.

Retrospective expenses

Expenses incurred before funding decisions are made are not eligible. If your application is carried over to the next funding round, we will consider expenses incurred between the two decision dates.

Expense types

We will consider most types of expenses where your application aligns with Council funding priorities.

There are some things we generally don't fund or fund only in exceptional circumstances:

- social functions
- fundraising
- catering
- travel and accommodation outside of the district
- conference fees
- entry or competition fees, prize money, trophies or awards

If you are seeking funding for any of the above, please discuss your application with us.

4 Applying

All applications must be made on the appropriate application form. We have a single, standard application form for all our Funds, except for the Creative Communities Scheme which has its own form.

Application forms are available at www.wdc.govt.nz/funding, from Council's customer service counters or by contacting Council on 09 430 4200 or mailroom@wdc.govt.nz. Refer also to the list of relevant forms and documents at the end of this guide.

Please check the criteria and talk to the Community Funding Officer at Council if you have any questions.

5 The Funds

We provide the following grant types. Our funding year is 1 July to 30 June.

Community Fund

This Fund is broad in nature and are for events, projects and activities that help deliver our vision of creating a vibrant, attractive and thriving District.

We want to hear from community groups who have initiatives in mind that align with our Community Outcomes and vision.

Criteria – You must meet the general criteria as outlined in (3) above.

Grant limit – This Fund is generally for grants between \$500 and \$10,000 but we may grant more in exceptional circumstances.

To apply, use our standard funding application form.

Funding rounds – This Fund has two funding rounds per year, closing 9am on:

- Round 1: 3 September 2018
- Round 2: 4 March 2019

Accountability – You will need to report back on how the grant was spent within 2 months of your project finishing. Please use the standard impact report form for this. If you don't complete the report, you may not be eligible to apply to us again.

Performing Arts Fund

These grants are to support community groups undertaking a major performing arts event that benefits the wider community or a sector of the community.

We want to encourage performing artists to the district, and support performances and events that may not otherwise occur, for the benefit of the wider community.

Criteria – You must meet the general criteria as outlined in (3) above. Your event/project must also:

- Have a performing arts focus
- Take place within the Whangarei district
- Create opportunities for Whangarei residents to attend or participate in the performing arts that they may not otherwise have.

Grant limit – This Fund is generally for grants up to \$5,000 but we may grant more in exceptional circumstances.

To apply, use our standard funding application form.

Funding rounds – This Fund has one funding round per year, closing 9am on 3 September 2018.

Accountability – You will need to report back on how the grant was spent within 2 months of your project finishing. Please use the standard impact report form for this. If you don't complete the report, you may not be eligible to apply to us again.

Resident and Ratepayer Fund

This Fund is to assist resident and ratepayer groups in the Whangarei District that advocate for residents in their local communities. It is an administrative grant to recognise the group's contribution to their community and to Council.

Criteria – You must meet the general criteria as outlined in (3) above and be a recognised resident and ratepayer group active in the community.

Grant limit – This Fund has a set grant amount of \$700 per group.

To apply, use our standard funding application form.

Funding rounds – This Fund has one funding round per year, closing 9am on 15 October 2018.

Accountability – Applicants need to demonstrate the work they do in their communities in each year's application.

Community Halls Fund

This Fund is to assist with maintenance of the community-owned halls identified in Council's Community Halls Strategy.

We will fund on a priority basis:

- Issues as identified in Council's 2016 maintenance assessments
- Maintenance issues that have emerged since the 2016 assessment
- Other needs on a case by case basis.

Criteria – You must meet the general criteria as outlined in (3) above, and be a recognised entity in our Community Halls Strategy.

In assessing applications, we consider:

- The current condition of the facility and its need for repair and renovation, and
- The facility's usage.

Grant limit – This Fund is generally for grants up to \$5,000 but we may grant more in exceptional circumstances.

To apply, use our standard funding application form.

Funding rounds – This Fund has one funding round per year, closing 9am on 31 October 2018.

Accountability – You will need to report back on how the grant was spent within 2 months of your project finishing. Please use the standard impact report form for this. If you don't complete the report, you may not be eligible to apply to us again.

Whangarei District



Creative Communities Scheme (CCS)

This fund is to support local community groups to create opportunities for access and participation in arts activities, in all its forms. The scheme's funding criteria is:

- Participation: create opportunities for local communities to engage with and participate in arts activities
- Diversity: support the diverse artistic cultural traditions of local communities
- Young people: enable young people to engage with and participate in the arts.

The is administered by Council on behalf of Creative New Zealand. An independent committee comprising of Council and community representatives allocates these grants.

Criteria – Individuals or groups can apply. Individual applicants must be New Zealand citizens or permanent residents. Please read the Creative Communities Scheme guide for full criteria and what can be applied for.

Grant limit – This Scheme is generally for grants up to \$10,000 but we may grant more in exceptional circumstances. The average grant given is \$2,500.

To apply, please read the Creative Communities Scheme guide and then complete the CCS application form. Both are available at www.wdc.govt.nz/funding or by contacting us.

Funding rounds – This scheme has two funding rounds per year. The closing dates are 9am on:

- Round 1: 27 August 2018
- Round 2: 25 February 2019

Accountability – You will need to report back on how the grant was spent within 2 months of your project finishing. Please use the CCS accountability report form for this. If you don't complete the report, you may not be eligible to apply to us again.

In addition to the contestable funding above, Council also has the following options for giving grants. These tend to be rare and given in exceptional circumstances.

One-off grants – These arise from requests made through submission to the Annual Plan or Long Term Plan. The grants are typically for large capital developments or significant events.

Special operational grants – Provided annually to selected organisations that provide valued services and facilities to Council and communities. These are non-contestable grants, in that a fixed number of organisations are granted a fixed amount of money on a predetermined outcome.

6 Concessions

We grant concessions in some circumstances. Concessions are when we waive a payment to Council that would otherwise be due.

The intent of granting concessions is to support community organisations that provide a valued service to the District.

Concessions are generally for parking or rent in Council premises, but may also be for other discretionary purposes.

Please talk to us if you wish to be considered for a concession.

7 Community Loans

We can support community projects through low interest loans. These loans are available for the development of community assets for recreation purposes:

- Reserve development – for developing community assets for recreation purposes on Council-owned land;
- Recreation development – for developing community assets for recreation purposes on land that is not Council-owned.

Loans will only be made to recreation providers and those that meet the general criteria in (3) above. You must be able to contribute at least 50% towards the project, and demonstrate that you can pay off the loan.

Generally, the first \$100,000 is interest free and amounts above this will be interest bearing. The maximum repayment term is eight years. Standard loan conditions apply.

To apply, complete our Community Loan Application Form. You can apply at any time.

8 Other funding options

GivUs and GivME

These are searchable databases that will give you the best matches of funding you are eligible for in terms of criteria along with closing dates, application requirements and contact details.

- GivUS – for voluntary organisations; contains over 1000 different funding schemes.
- GivME – for students, researchers, sports people, artists and those wanting professional development; contains over 2200 funding schemes.

Council offers free access to GivUS and GivME through your library membership:

<http://www.whangarei-libraries.com/Online-Services/Pages/Scholarships-and-Funding.aspx> and select the link for Whangarei Libraries members.

Some suggested funders

- Creative New Zealand: www.creativenz.govt.nz
- Community Matters (Lotteries and COGS): www.communitymatters.govt.nz
- The Tindall Foundation: www.tindall.org.nz
- Foundation North: www.foundationnorth.org.nz
- The Lion Foundation: www.lionfoundation.org.nz
- Oxford Sports Trust: www.oxfordsportstrust.org.nz

Useful contacts

- Whangarei District Council: www.wdc.govt.nz/funding
- Creative Northland: <http://creativenorthland.com>
- Societies and Trusts: www.societies.govt.nz
- Charities Services: www.charities.govt.nz
- Exult support for not-for-profits: www.exult.co.nz

9 Forms and related documents

The following documents and forms are available at www.wdc.govt.nz/funding, by emailing mailroom@wdc.govt.nz or from Council's customer services counters.

- Policy – Grants, Concessions and Loans Policy
- Guide – Community Funding (this document)
- Guide – Creative Communities Scheme
- Application Form – Community Funding (standard)
- Application Form – Community Loan
- Application Form – Creative Communities Scheme
- Report Form – Community Funding Impact Report
- Report Form – Creative Communities Scheme Report