

Community Services Funding Guide

2017-2018

19 June 2017

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1 Introduction

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

You can also find this guide and more information about Community Services funding on Council's website: <http://wdc.govt.nz/CommunitySafetyandSupport/FundingandGrants>.

PRIORITIES

In line with the **Grants, Concessions and Loans Policy** adopted in May 2015, the purpose of Council's funding is to support community groups and organisations to provide a balanced mix of social infrastructure that meets the needs of Whangarei District's diverse communities.

Support through Community Services will be considered for activities that:

- Align with Council's roles and strategic directions
- Contribute to Council's Long Term Plan (LTP) Community Outcomes
 - Easy and safe to move around
 - A growing, resilient economy
 - Clean, healthy and valued environment
 - Vibrant and healthy communities
 - Well managed growth
- Are 'Sense of Place' projects
- Benefit the wider community or a sector of the community
- Respond to a current or future community need
- Demonstrate financial sustainability and planning.

To meet those varied priorities and needs, Council has several different funds which groups and organisations can access. Council reserves the right to vary the amount of funding available for each fund at their discretion.

ELIGIBILITY

These are the general eligibility rules which apply to all Community Services funding. Each fund has additional eligibility and relevance criteria that relates to their specific purpose. These criteria can be found in this guide and in the application guidelines for each fund.

To be eligible to access Community Services funding, applicants must:

- be a registered not-for-profit legal entity (e.g. Incorporated Society or Charitable Trust), or be working under an umbrella group/organisation which meets these criteria (this is not required for the Creative Communities Scheme), and
- display appropriate financial management and procedures, including having a good credit record, and
- if previously funded by Council, applicants must have a positive track record with this funding and be up to date with required reporting.

INELIGIBILITY

Generally, the following will not be considered for Community Services funding:

Applicants that:

- Are government agencies, schools, or individuals (individuals may apply to the Creative Communities Scheme, or under an eligible umbrella group/organisation)
- Have sufficient revenue streams and/or resources to fund the initiative themselves

- Council has significant concerns with, financial or otherwise
- Have already received funding from Community Services in the current financial year.

Activities:

- Where the primary purpose is to promote religious, political, or commercial activity
- Council considers are the core business of another organisation, service provider or central government agency
- That started prior to the closing date of the fund applied to.

Specific costs for:

- Social functions
- Fundraising
- Catering of any kind
- Travel and accommodation costs (outside the District)
- Conference fees
- Entry fees or judges' fees for competitions, prize money, trophies or awards
- Payment of royalties
- Retrospective expenses
- Debt servicing, fines or disputes.

FUNDS

The following are the funds which Community Services administers:

- Contestable Grants: to which any eligible applicant can apply to a fund that has a fixed budget available to allocate between the applicants.
 - Performing Arts Fund
 - Community Fund
 - Creative Communities Scheme
 - Community Halls Fund
- Resident and Ratepayer Administration Fund
- Annual Operating Fund
- Community Loans

These are outlined in the following pages.

APPLYING

The contestable fund rounds open about six weeks before the closing date. While each fund is open, it will be advertised in the Whangarei Leader and on social media.

Application forms are available on our website, from Council's customer services counters or by phoning Council on 09 430 4200 to have one posted or emailed to you.

All applications must be made using the correct application form. Late applications will not be accepted.

Funding decisions will be made by the appropriate committee of Council and in accordance with their established delegated authorities. Council's decision is final and no review or appeal will be considered.

CONTACT

For funding advice or help with your application, contact Council's Community Funding Officer on 09 430 4200 or email mailroom@wdc.govt.nz.

2 Funding Calendar

This Funding Calendar for Council's 2017-2018 financial year (1 July 2017 to 30 June 2018) is **provisional and subject to change**.

Dates will be confirmed and advertised 8 weeks prior to the proposed round closure.

Funding Round	Round Closes	Decision Due
Creative Communities Scheme Round 1	11 August 2017	25 September 2017
Community Fund Round 1	1 September 2017	11 October 2017
Performing Arts Fund	6 October 2017	8 November 2017
Resident and Ratepayer Administration Fund	December 2017	TBC
Community Halls Fund	December 2017	TBC
Creative Communities Scheme Round 2	9 February 2018	19 March 2018
Annual Operating Fund – operating grants	23 February 2018	April 2018
Annual Operating Fund – events grants	23 March 2018	May 2018
Community Fund Round 2	23 March 2018	May 2018

3 Funds

Performing Arts Fund

Fund purpose	To assist community groups that are undertaking a major performing arts event that benefits the wider community or a sector of the community.
Closing date	6 October 2017
Who can apply?	Applicants must meet the general funding eligibility requirements (see above).
Applying: when, how, and how much?	<p>The Performing Arts Fund has one round per year.</p> <p>The value of the Performing Arts Fund is \$15,000. The maximum you can apply for is \$5,000.</p> <p>Application forms are available when the round is open.</p>
Event criteria – the event must:	<ul style="list-style-type: none"> • Have a performing arts focus (dance, music, opera, theatre) • Take place within the Whangarei District • Benefit the wider community or a sector of the community • Not have started before funding is approved.
Relevance criteria – the event must meet one of these:	<ul style="list-style-type: none"> • Provides a performance/event that would not otherwise occur • Creates opportunities for local residents/communities to actively participate in the performing arts • Encourages performing artists to the District • Has a broad appeal to the ‘wider community’ • Attracts visitors to the District • Generates economic benefit for the District.
Events that could be funded include:	<ul style="list-style-type: none"> • Major theatre, musical or dance production • Major performing arts piece • Multi-day performing arts event.
Costs that could be funded include:	<ul style="list-style-type: none"> • Venue hire • Lighting and sound • Publicity/advertising • Materials (e.g. those required for making costumes or set construction) • One-off personnel costs (e.g. guest director, choreographer).
Projects and costs that will not generally be considered:	<ul style="list-style-type: none"> • Any of the general funding ineligible activities and costs (section 1) • Facility development such as theatre lights or stage curtains • Capital items such as instruments or costumes • Ongoing administration and service costs such as rent, salaries, power or telephone.

Community Fund

Fund purpose	To assist community groups that are undertaking a project or event which is aligned to Council's Community Outcomes and that benefit the wider community or a sector of the community.
Closing dates:	Round 1 – 1 September 2017 Round 2 – 23 March 2018
Who can apply?	Applicants must meet the general funding eligibility requirements (section 1).
Applying: when, how, and how much?	The Community Fund has two rounds per year. The maximum you can request is \$10,000, but the average grant given is \$2,000-\$3,000. The value of the Community Fund is \$60,000 split over the two rounds.
Event criteria – the event must:	<ul style="list-style-type: none"> • 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 – the event must meet one of these:	<ul style="list-style-type: none"> • There is an identified need for this project/event • Creates opportunities for local 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.
Projects that could be funded include:	<ul style="list-style-type: none"> • Festivals • Community celebrations • Workshops • Seminars • Community facility improvements or repairs using voluntary labour.
Costs that could be funded include:	<ul style="list-style-type: none"> • Venue hire • Lighting and sound • Publicity/advertising • Materials where the work is completed by volunteers • One-off personnel costs such as guest tutor, artist or facilitator fees.
Projects and costs that will not generally be considered:	<ul style="list-style-type: none"> • Any of the general Community Services funding ineligible activities and costs (see above) • 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, CCTV cameras etc. • Ongoing administration and service costs such as rent, salaries, power, telephone.

Creative Communities Scheme (CCS)

<p>The CCS is administered by Council on behalf of Creative New Zealand. Allocation of these grants is undertaken by an independent committee comprising of Council and community representatives.</p>	
<p>Fund purpose</p>	<p>Support and encourage local communities to create and present diverse opportunities for accessing and participating in arts activities within their specific geographical area, as well as for defined communities of interest.</p> <p>Under the scheme, "the arts" is defined as "all forms of creative and interpretative expression".</p>
<p>Closing dates:</p>	<p>Round 1 – 11 August 2017</p> <p>Round 2 – 9 February 2018</p>
<p>Who can apply? Applicants:</p>	<ul style="list-style-type: none"> • Must meet the general Community Services funding eligibility requirements (section 1); except that the applicant is not required to have not for profit legal status • May be an individual or a group. Individual applicants must be New Zealand citizens or permanent residents.
<p>Applying: when, how, and how much?</p>	<p>The Creative Communities Scheme has two rounds per year. Application forms are available when the round is open.</p> <p>The fund opens at least six weeks before the closing date. There is no maximum to what you can request, but the average grant given is around \$2,000.</p>
<p>Project criteria – the project must:</p>	<ul style="list-style-type: none"> • Take place within Whangarei District • Be completed within 12 months of funding being approved • Benefit local communities • Not have started or finished before CCS funding is approved • Not have already been funded through Creative New Zealand's other arts funding programmes.
<p>Funding criteria – the event must meet one of these:</p>	<p>Participation – Create opportunities for local communities to engage with and participate in arts activities</p> <p>Diversity – Support the diverse artistic cultural traditions of local communities</p> <p>Young people – Enable young people (under 18 years) to engage with, and participate in the arts.</p>
<p>Projects that could be funded:</p>	<p>Some examples include exhibitions, productions, concerts, festivals, workshops and presentations that offer opportunities for community involvement in the arts</p> <p>Please see the CCS brochure (available on our website) for a wider range of examples for each of the funding criteria.</p>
<p>Costs that could be funded include:</p>	<p>Materials for arts activities or programmes, venue or equipment hire, personnel and administrative costs for short-term projects, promotion and publicity of arts activities.</p>
<p>Projects and costs that will not generally be considered:</p>	<ul style="list-style-type: none"> • Projects that only have a small arts component • Arts projects in schools or other education institutions • Ongoing administration or personnel costs • Developing venues or facilities • Buying equipment or artworks.

Community Halls Fund

Fund purpose	To assist community hall committees in the District with maintenance of the 36 community halls identified in Council's Community Halls Strategy. Six of these halls are Council owned buildings and are funded instead via Council's Annual Plan process.
Closing date:	December 2017 TO BE CONFIRMED
Who can apply? Applicants must:	<ul style="list-style-type: none"> • Meet the general funding eligibility requirements (section 1) • Be identified in the Community Halls Strategy • Be community operated (not Council owned) • Be available for public use and/or hire.
Applying: when, how, and how much?	The Community Halls Fund has one round per year. The maximum you can apply for is \$5,000. The value of the Fund is \$60,000.
The following factors will be taken into account when applications are assessed:	Whether the application includes items that have been identified in Council's 2016 Community Halls Review, and The current condition of the facility and it's need of repair and renovation (quality of facility), and The group's financial situation (current and projected), and Facility usage (activities, number of users, range of uses).
Projects that could be funded include:	Facility maintenance issues identified in Council's 2016 Community Halls review External facility maintenance issues that have emerged since the 2016 review.
Projects and costs that will not generally be considered:	<ul style="list-style-type: none"> • Any of the general Community Services funding ineligible activities and costs (section 1) • Major capital improvements • Operational/running costs • Internal maintenance issues that are not health and safety related.

Resident and Ratepayer Administration Fund

Fund purpose	To assist resident and ratepayer groups in the Whangarei District that advocate for residents in their local communities. The administration grant recognises the group's contribution to their community and to Council.
Closing date:	December 2017 TO BE CONFIRMED
Who can apply? Applicants must:	Meet the general funding eligibility requirements (section 1); and Be a resident and ratepayer group within the Whangarei District that are currently active in their community.
Applying: when, how, and how much?	The Resident and Ratepayer Administration Fund has one round per year.

Application forms are sent to all known resident and ratepayer organisations when the round opens.
 The grant amount is set at \$700.

Annual Operating Fund

Fund purpose	<p>To provide ongoing operational support to selected organisations that provide valued services or events to the District.</p> <p>It is a rolling year over year funding cycle whereby an eligible group/organisation may receive an operating or event grant for the coming financial year as well as an indicative funding figure for the following financial year.</p> <p>This fund is non-contestable.</p>
Closing dates	<p>Operational grant recipients: 23 February 2018</p> <p>Event grant recipients: 23 March 2018</p>
Who can apply?	<p>There are currently 31 organisations receiving Annual Operating Grants.</p> <p>Application is by invitation only. Any group/organisation wishing to apply to this fund is expected to already have a strong and positive funding history with Council.</p> <p>Talk to the Community Funding Officer if you would like to be considered. You should also make a submission to Council's Annual Plan or Long Term Plan.</p>
Applying: when, how, and how much?	<p>The Annual Operating Fund has one round per year. Application packs will be sent to the current recipients of these grants and any that have been invited to apply.</p> <p>The expected application amount is based off the previous year's indicative figure.</p>

ADVICE ON DECISIONS

You will be advised in writing of Council's decision on your application within a week of the Council meeting where the funding decision is made. Allow 8 weeks from the close of applications for grants to be paid.

GRANTS CONDITIONS

The following conditions apply to any grants given:

1. Any grant must be spent on the purpose for which the application was made, generally within a maximum of twelve months
2. Any unspent funds must be returned to Council, unless otherwise negotiated
3. Where grants are approved contingent upon the procurement of other funds or specific conditions, proof of success must be provided before Council funds are advanced
4. All groups/organisations who receive a grant must acknowledge Council's support in their promotional materials and other communications
5. Most grant recipients will need to submit a report accounting for the full amount of the grant.

Additional conditions may be applied to any grants upon approval, and will be specified in the advice letter.

UPLIFTING YOUR GRANT

You should uplift the grant as soon as you receive the outcome letter confirming your grant. You should not wait until your project has completed to uplift the grant.

Payment of grants will be made on receipt of a tax invoice. You will be given a reference number to include on your invoice. All grants are exclusive of GST. If you are registered for GST the invoice should add the GST component.

If you are applying using another organisation to 'umbrella' you, grants will be paid only to the umbrella group. They will need to supply us with an invoice and payment details.

POST GRANT PAPERWORK

You may be required to complete reporting as a condition of your grant. Details of what is required will be in the advice letter confirming your grant. Failure to complete a report will affect your eligibility for future funding from Council.

4 Community Loans

Council's Community Loans are available for the development of community assets for recreation purposes on either Council owned land, or land that is not Council owned. Applications for these loans can be made at any time during the financial year.

For the purposes of Community Loans, "Recreation" is defined as "activity done for enjoyment when one is not working".

Community Loans are provided from two Funds:

- 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.

Organisations can apply at any time for a Community Loan, by completing the Community Loan application form. This form is available at www.wdc.govt.nz, or from Council's customer service counters.

- Council staff will initially review the application, and once prepared, present it to a Council committee.
- Loan decisions will be made by the appropriate committee of Council and in accordance with their established delegated authority.

Criteria and Eligibility

Council will support loan applications for the development, improvement or maintenance of recreational facilities. Council reserves the right to consider loan applications for other projects at their discretion.

The eligibility rules in section 2.2 apply to Community Loans. In addition, the applicant must be a provider of recreation.

Limits

Applicants must demonstrate a minimum 50% contribution towards the project.

The first \$100,000 will be interest free and any further portion will be interest bearing.

Council reserves the right to consider loan applications outside of these limits.

Loan Conditions

Conditions that could apply to any loan approvals will be listed in the application form. Council may set additional terms and conditions for any loan approved at their discretion.

The following conditions apply to any loan approvals:

1. Loans will only be made to recreation providers
2. Applicants must generally demonstrate a minimum 50% contribution towards the project
3. Generally, the first \$100,000 will be interest free and any further portion will be interest bearing Council retains the right to vary this policy
4. Generally, the maximum repayment period shall be 8 years
5. Frequency of repayments will be negotiated with the borrower
6. The ability to meet loan repayments is a critical consideration in approving a loan
7. Legal expenses will be the responsibility of the applicant, but may be included in the loan
8. Loans will be formally executed and will be secured as Council deems appropriate
9. Loans are generally not available to retire or restructure current debt, but Council may consider this in exceptional circumstances, such as where the ongoing viability of an organisation is under threat
10. Loans may be subject to other conditions imposed by Council
11. Loan draw downs may be by instalment at Council's option and Council may require copies of applicant's invoices from suppliers for supplies to which the loan relates
12. For GST registered organisations, the GST portion of costs will not be funded by the loan
13. Financial Statements must be provided to Council annually during the term of the loan
14. In the case of any default on repayments, Council will work with the organisation and the parent body (if applicable) to remedy the situation as quickly as possible
15. If the financial position of an organisation deteriorates to the point that loan repayment is not possible, Council will exercise its rights as specified in the loan agreement
16. Any arrears of repayments will be reported to the Community Funding Subcommittee.

5 Other funding options

GivUs and GivME

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

Accessing GivUS or GivME through Council's Libraries website:

1. Go to www.whangarei-libraries.com
2. Hover the mouse over the Online Services tab and click on Scholarships and Funding

3. A new page will open. Click on either 'Enter GivUS for Whangarei Libraries members' or 'Enter GivME for Whangarei Libraries members'
4. A new page will open. Enter your library card barcode number & push the Enter button.

Tips for searching GivUS & GivME:

- Search for one criteria at a time
- Be as specific as you can
- Take notice of where the funding is for – not all correct searches will apply to Whangarei District.

Useful websites

Whangarei District Council
www.wdc.govt.nz

Creative New Zealand
www.creativenz.govt.nz

Community Matters (Lotteries and COGS)
www.communitymatters.govt.nz

Societies and Trusts
www.societies.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

Charities Services
www.charities.govt.nz

6 Other support

Other resources to support you in applying for funding can be found on the 'Funding and Grants' pages of the Whangarei District Council website found at:
<http://www.wdc.govt.nz/CommunitySafetyandSupport/FundingandGrants>.

Workshops about Community Funding are held throughout the year. The dates for these workshops can be found in the funding calendar, and they will be advertised as they arise.

For more information about Community Funding, contact the Community Funding Officer on 09 430 4200 or email mailroom@wdc.govt.nz.