

Partnership Fund Guide

The Partnership Fund is part of Council's community funding scheme and aligns with our community development framework.

It was established in October 2018 following consultation with the community on Council's Long Term Plan.

Purpose

The purpose of the Partnership Fund is to support the development of community facilities by community groups. Council wants to support projects on a shared contributions basis, supplementing funds raised by communities for their facilities.

Who can apply

Community groups wishing to apply will need to be a legal, not-for-profit entity such as an incorporated society or charitable trust, or apply under the umbrella of such an organisation.

Applicant groups must be able to demonstrate:

- Strong community support for the project and a mandate to act on the community's behalf. A community could be a geographical community or a community of interest.
- The positive impact on the community the project will bring, and that the benefits are tangible, well supported and welcomed.
- A strong need for the facility by the community.
- At least one third (33%) of funding in place for the project (or demonstrable financial support from other sources if Council were to commit support), or demonstrable the ability to secure it to Council's satisfaction in the case of a seed funding application.
- Strong project planning and documentation in place.
- Strong governance and the ability to deliver.

What can be funded

The Fund is intended for:

- Leverage funding (seed capital) to enable community groups to source other funds (excludes feasibility studies);
- Capital works funding to complete or support actual construction or project completion.

The priority for the Fund is for community buildings. However, there is scope for some other capital works that have tangible, wide community benefit.

The type of facilities envisaged for the Fund include but are not limited to:

- Social enterprise hubs
- Artisan workshops
- Rural craft centres
- Community centres/hubs
- Multi-sport recreation complexes
- Tourism facilities
- Other initiatives such as broadband connectivity that support community development.

What can't be funded

Feasibility studies – It is expected that feasibility studies will already have been completed (where necessary) before applying to this Fund.

Generally, funds will not be considered for remedial works to existing community facilities.

How much is available

Council's budget for the Partnership Fund is \$300,000 in 2018/19 and \$400,000 annually thereafter.

Generally, a maximum of \$150,000 will be allocated to any one project or group, but Council may grant more at their discretion for significant projects.

It is important to note that being given seed capital funding is not a guarantee of further funding from Council to see the project to completion.

When to apply

Applications to the Partnership Fund can be made at any time. You should be well advanced in your project planning to be able to submit a sound application with all the required documentation. Talk to your ward councillor(s) and/or council staff early and often as you develop your project.

There is a time limit of four years for completion of the project from the point that funding is confirmed.

How to apply

Before preparing your application, make an appointment with the Community Funding Officer to talk through your project and to ensure you are eligible.

Your completed application should include:

1. Community Funding application form
2. Business Case with evidenced community support
3. Business Plan with the following elements:
 - i. Fundraising plan
 - ii. Project management plan
 - iii. Timelines/milestones
 - iv. Council funding drawdown plan
 - v. Project completion deadline
 - vi. Asset lock consideration to protect the community asset
 - vii. 33% or more contribution to the project cost

The application will be reviewed by staff who will liaise with you as needed. It will then be referred to a committee of Council for decision. You should allow three months for a decision.

Contact

Contact Whangarei District Council's Community Funding Officer on phone 09 430 4200 or email mailroom@wdc.govt.nz.