

Guide to

Community Funding

For 1 July 2020 – 30 June 2021

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1 About this guide

This guide is for anyone considering applying to Whangarei District Council (Council) for funding. It outlines our approach to community funding, the types of support available, criteria, and how to apply.

It aligns with Council's Grants, Concessions and Loans Policy (Policy 0031).

2 Funding principles

We apply the following principles in how we deliver community funding and support. We also look for these principles in the organisations that we seek to support.

Effective	<p>We are effective and responsive, providing support in a timely manner so our community can deliver their mahi successfully for the benefit of the District.</p> <p>We have robust processes appropriate to the level of funding and provide a helping hand up rather than sustaining funding dependency.</p> <p>We know that in certain cases Council will remain responsible for supporting key district amenities and we understand that we cannot solve all problems, nor be all things to all people. We can though be brave and bold and kind in our approach and we should enable our communities wherever possible.</p>
Equitable	<p>We aim to provide an equitable division of support across our diverse communities of people, place and interest.</p>
Consistent	<p>We are consistent and fair in the funding opportunities we support, by ensuring all eligible applications can compete for the same funds as everyone else.</p>
Transparent	<p>We ensure our approach, criteria, processes, consideration and decision-making are clear, open, publicly available and stand up to scrutiny.</p>
Flexible	<p>We are flexible, adaptable and able to be agile in order to support the community when, how and where it is seeks our support.</p>
Inclusive	<p>We support programmes, services, facilities and activities that are inclusive for all ages, genders, abilities and life stages, for all communities of place, people and attribute.</p>

3 Our priorities

Council's community funding supports the achievement of Council's vision of having:

a vibrant, attractive and thriving district.

Our funding **supports community groups** and organisations to provide amenities, services and activities that meet the needs of our diverse communities.

Our focus is on supporting activities that have **strong community reach and impact** – activities that make a difference.

This difference could be improving facilities for safety, programmes that enhance wellbeing, or activities that connect people.

To see what we have supported, go to the "What's been funded" page under www.wdc.govt.nz/funding.

3.1 Our funding priorities

We have identified four areas that are priorities for our community funding:

Arts, Culture and Heritage	Programmes, services, facilities, and activities that support and celebrate the history, language, culture and art of our diverse communities.
Recreation and Sport	Programmes, services, facilities, and activities that support and deliver a variety of recreation and sporting opportunities for all ages, abilities and life stages.
Environment	Programmes, services, facilities, and activities that support, celebrate and protect our flora, our fauna and our special places for current and future generations to enjoy.
Community Wellbeing	Programmes, services, facilities, and activities that support and celebrate happy, healthy, connected communities and individuals.

3.2 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.

You can read more about these at <http://www.wdc.govt.nz/YourCouncil/WhatWeDo>.

3.3 COVID-19 recovery

Council seeks to support applications from community organisations that are actively working to help our district recover from the impacts of COVID-19. For the 2020-21 year, Council has established a Community Emergency Recovery approach which includes a Community Emergency Recovery Fund for community groups to apply to.

3.4 Our strategies

Council seeks to support applications that align with the strategies for our district. These include:

- Whangarei Arts, Culture and Heritage Strategy,
- Active Recreation and Sport Strategy,
- Experience Local – Events Strategy,
- and our other broader plans and strategies that you'll find at <http://www.wdc.govt.nz/PlansPoliciesandBylaws>.

4 Criteria and eligibility

4.1 Eligible applicants

To be eligible, applicants must be a not-for-profit incorporated society or charitable trust, OR working under an 'umbrella' organisation that meets these criteria. (Note that the Creative Communities Scheme does allow individuals to apply).

Applicants must also be financially sound, be up to date with their society or trust register filing, and – if previously funded by us – have submitted a satisfactory funding impact report.

Our funding principles outline above also apply to the people we aim to support.

4.2 Eligible activities

Activities or projects that are eligible vary between the different Funds, but generally include:

- Costs associated with the delivery of events, programmes, services or activities;
- Minor operating expenses;
- Minor purchases;
- Facility maintenance and development;
- Seed funding.

Activities should also align with Council's regulations, such as for noise and alcohol. Depending on the activity you are seeking funding for, you may also need a traffic management plan and health and safety plan – contact Council on 430-4200 to find out what you might need and how to go about it. We're here to help.

4.3 Not eligible activities

Applications we generally won't fund include those:

- for an activity that Council is already providing the organisation financial support for;
- where the primary purpose is to promote religious, political or commercial activity;
- we consider to be 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 generally not eligible.

Expense types

We will consider most types of expenses where your application aligns with Council funding priorities (refer 2 above).

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.

5 Applying for a grant

All applications must be made on the appropriate application form, which 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.

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

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

Community Emergency Recovery Fund (CERF)

This Fund is part of Council's economic recovery plan that supports community organisations in response to the impacts of COVID-19. The focus of the Fund is on supporting programmes, services or events that help our district to recover and build resilience.

Eligible applicants are not-for-profit community groups operating within the Whangarei district.

Applications can be for:

- operational support for the year commencing 1 July 2020 directly resulting from COVID-19 and not already supported by central government (excludes retrospective costs);
- events, programmes or services that directly address the impacts of COVID-19, that improve resilience, enhance social connection and support community cohesion;
- other support for organisations delivering enhanced services in support of the District's recovery as a result of the impact of COVID-19.

Apply anytime – allow 8 weeks for a decision.

As a general guide, applications will be considered up to \$10,000, and we will only allocate one CERF grant per organisation per year.

Applications will be considered until CERF funding is exhausted, higher priorities of support are identified, or Council decides that emergency recovery funding is longer required.

Community Fund

This Fund is broad in nature – we invite applications for a wide variety of amenities, services and activities that help deliver our vision and align to our funding priorities (see 2 above).

Applications could be for festivals, workshops, working bees, facility improvements, minor purchases, or minor operating costs.

Activities could be related to the arts, culture, environment, social, well-being, recreation, or heritage, with the emphasis being on the impact on our community.

For grants up to \$10,000.

Offered twice per year. Closing dates for 2020-21:

- **Round 1 – 1 September 2020** (decision due late October)
- **Round 2 – 1 March 2021** (decision due late April)

Event Development Fund

This Fund aims to foster and develop new, diverse and innovative events for the District, which have potential to be self-sustaining without Council funding in future years. The fund is for new events only. Once an event is established, it may be eligible to apply for funding through Council's Community Fund.

For full details on this Fund, please see the Event Development Fund Guide, available at www.wdc.govt.nz/funding or by contacting Council.

Apply anytime with ample lead-time, using the Event Development Fund application form.

Creative Communities Scheme (CCS)

This scheme is administered by Council on behalf of Creative New Zealand. An independent committee allocates these grants.



CCS supports local community groups creating opportunities for access and participation in arts activities in all its forms.

For grants up to \$10,000.

Offered twice per year. Closing dates for 2020-21:

- **Round 1 – 3 August 2020** (decision due end September)
- **Round 2 – 1 February 2021** (decision due end March)

Applying

The Creative Communities Scheme has its own application form and its own application guide. Please refer to these as the scheme has different criteria to that of Council's Funds. These are available at www.wdc.govt.nz/funding or by contacting us.

Partnership Fund

This Fund is not being offered this year, in order to support COVID-19 recovery initiatives.

This Fund supports the development of community facilities on a shared contributions basis.

Types of facilities envisaged for the Fund include community centres, multi-sport recreation complexes, tourism facilities, social enterprise hubs, and more.

Applications can be made for actual construction costs, consent fees, or leverage funding (seed capital).

Applicants will need to have at least 30% contribution to the project build costs (which can come from other funders). Applicants can also request leverage funding to help them approach other funders.

Appendix 1 provides more information on this Fund.

Resident and Ratepayer Administration Fund

This Fund supports resident and ratepayer groups in the Whangarei District that advocate for residents in their local communities. It is a small grant to help with administration costs and recognises the group's contribution to their community and to Council.

Eligible groups are actively engaged with Council and therefore known to us. If you think you might be eligible and currently don't receive this grant, you can discuss this with your ward councillor or with the community funding officer at Council.

Set grant amounts of \$700 per group per year.

Offered once per year. Closing date for 2020-21:

- **2 November 2020** (decision due mid-December).

Community Halls Fund

This Fund provides ring-fenced funding for community-owned halls as identified in Council's Community Halls Strategy (2007). The purpose is to support the maintenance needs of these community assets.

Priority is given to issues identified in Council's 2016 maintenance assessments; in particular, issues of weather tightness, structural integrity, and safety.

For grants up to \$10,000.

Offered once per year. Closing date for 2020-21:

- **2 November 2020** (decision due mid-December).

6 Other support

6.1 Community Loans

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

Loans will only be made to recreation providers and those that meet the general criteria in (4) above.

You must be able to contribute at least 50% towards the project (this can be from grants) 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 term is 8 years. Standard loan conditions and fees apply.

Appendix 2 provides more information on community loans.

Applications can be made at any time (allow 8-12 weeks for a decision).

6.2 Concessions

We grant concessions in some circumstances. Concessions are when we waive a payment to Council that would otherwise be due, generally for rent in a Council premises or for parking.

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

The granting of new rent concessions is on hold for the three-year period 1 July 2020 to 30 June 2023.

6.3 Annual Operating Fund

This Fund provides ring-fenced funding for community organisations that Council has a long-standing relationship with.

It is not open to everyone. Council invites suitable applicants to enter the Fund from time to time. New applicants seeking operational funding should apply to the Community Fund in the first instance.

6.4 Funds that have ceased

Alongside the Facilities Partnership Fund, the Annual Events Fund and Performing Arts Fund are not being offered this year, in order to support COVID-19 recovery initiatives.

Furthermore, a recent review of our community funding approach was conducted. The review determined that the Annual Events Fund and Performing Arts Fund will no longer be offered. In their place, Council has increased support to the Creative Communities Scheme in order to support arts-based events and activities.

The Facilities Partnership Fund is expected to return July 2021.

7 Other funding options

7.1 Funding databases

Council provides free access to GivUS and GivME – searchable databases that will match you with a list of potential funders.

- GivUS is for not for profit organisations and contains over 1,000 different funding schemes.
- GivME is for students, researchers, sports people, artists and those wanting professional development, and contains over 2,200 funding schemes.

Access the database at the link below, using your library membership:

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

We recommend you use broad search criteria.

7.2 Useful funders and contacts

Below are some suggested funders you could also try. You can find more funders in the GivUS/GivME database (refer 7.1).

- Creative New Zealand: www.creativenz.govt.nz
- Community Matters (Lotteries and COGS): www.communitymatters.govt.nz
- The Tindall Foundation: www.tindall.org.nz
- Northland Community Foundation: <https://northlandcommunityfoundation.org.nz/>

- Foundation North: www.foundationnorth.org.nz
- The Lion Foundation: www.lionfoundation.org.nz
- Oxford Sports Trust: www.oxfordsportstrust.org.nz
- Pelorus Trust: www.pelorustrust.net.nz
- Ray White Whangarei: <https://rwwhangarei.co.nz/community/we-can-help-with-that>

Don't forget crowdfunding, fundraising, sponsors, donors, patrons, activity generated income, and – for some – contracts for services with central government agencies.

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
- LEAD – Centre for Not for Profit Governance and Leadership: www.lead.org.nz

Appendix 1 – Facilities Partnership Fund Guide

The purpose of the Facilities 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 30% of funding in place for the project, or demonstrable the ability to secure it to Council's satisfaction in the case of a leverage funding application.
- Strong project planning and documentation in place, good governance and the ability to deliver.
- Appropriate approvals for the project (e.g. from the lessor if on leased land).

What can be funded

The Fund is intended for:

- Leverage funding to enable community groups to source other funds;
- 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

The Facilities Partnership Fund is not being offered for the year 1 July 2020-30 June 2021, in order to support COVID-19 emergency recovery activities.

Council's budget for the Fund is expected to be \$600,000 per annum from the 2021-22 year.

A maximum of \$150,000 is available 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/leverage 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 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.

To apply

Before preparing your application, it is recommended that you make an appointment with the Community Funding Officer to talk through your project.

Your completed application should include:

1. Community Funding application form (available at www.wdc.govt.nz/funding)
2. Business Case/Project Plan with evidenced community support
3. The following elements as appropriate:
 - i. Fundraising plan – how do you plan to fund this project? Evidence of your 30% contribution.
 - ii. Timelines/milestones – what timeframes are you working to? Is it a staged build?
 - iii. Asset lock consideration to protect the community asset – does your trust deed protect trust assets in case of dissolution?
 - iv. Appropriate approvals for the project (e.g. from the lessor if on leased land).

Submit your application

Send your application and supporting material to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

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.

Appendix 2 – Community Loans Guide

Whangarei District Council provides Community Loans to community organisations, clubs and groups for the development of recreation facilities within the District.

Applications for loans may be made at any time during the financial year. Generally, the first \$100,000 of any loan approved will be interest free. Applicants will need to demonstrate a minimum 50% contribution towards the project and the ability to repay the loan.

Eligible projects

The scheme can be used for the establishment or development of recreational facilities in the Whangarei district by community organisations.

Ineligible projects

The scheme is generally not available for:

- Retrospective costs
- Debt servicing
- Repairs and maintenance
- Projects in educational institutions normally funded within the education sector.

Criteria

The following criteria determines eligibility to apply for a loan and the level of support Council may be willing to offer.

- You must be a not-for-profit incorporated society or charitable trust with a constitutionally open membership.
- You must be in a stable and sound financial position.
- You can contribute 50% towards the project (this can be from grant funding such as Lotteries).
- You can demonstrate the ability to repay the loan within 8 years.
- You can demonstrate the ability to maintain and run the facility well into the future.
- You have a good track record for project/event management.
- The recreational facility is to be within the Whangarei District.
- There is demonstrable need and benefit for the wider community or a sector of the community.
- The community and/or affiliated regional or national bodies supports the proposal.
- The project aligns with Council priorities as identified in our strategic and planning documents.

Conditions

The following conditions apply to all loan approvals:

- Generally, the first \$100,000 will be interest free and any further portion will be interest bearing.
- Generally, the maximum repayment period shall be 8 years.
- Frequency of repayments will be negotiated with the borrower.
- Legal expenses will be the responsibility of the applicant but may be included in the loan.
- Loans will be formally executed and will be secured as Council deems appropriate.
- 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.
- Loans may be subject to other conditions imposed by Council.

- Loan drawdowns 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.
- For GST registered organisations, the GST portion of costs will not be funded by the loan.
- Financial statements will be provided to Council annually during the term of the loan.
- 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.
- If the financial position of an organisation deteriorates to the point that the loan repayment is not possible, Council will exercise its rights as specified in the loan agreement.
- Any arrears of repayments will be reported to the relevant committee of Council.

To apply

Complete the Community Funding Application Form available at www.wdc.govt.nz/funding.

In addition, attach the following:

1. Project plan or business case
2. Cash flow forecast (for the term of the loan demonstrating your ability to repay)
3. Bank deposit slip or similar
4. Location plan and legal description of the land
5. Copy of Lease/Licence to Occupy if on Council land
6. Quotes and relevant plans (A4 preferred)
7. Financial accounts
8. Details of what security you can offer for the loan
9. Any other material you think might be relevant

Submitting your application

Send your application and supporting material to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

Application closing dates

Applications for loans are open all year and may be made at any time. You should allow up to 3 months for a decision.

Loan applications are reviewed by the Community Funding Officer and referred to a committee of Council for decision.