

Horowhenua Community Consultation Grant

Criteria

2016/2017

A sum of \$10,000 is set aside each year to assist Resident and Ratepayers associations within the Horowhenua District that engage in Council processes with some aspects of their administration on behalf of a geographically localised group of residents.

The Community Consultation Grant has two rounds of funding each year:

- Round 1 closes at 5pm on the final working day of August
- Round 2 closes at 5pm on the final working day of February

No late applications will be received. Round 1 projects cannot begin before October and Round 2 projects cannot begin before April.

Eligibility

Applications over \$500 must be from associations that are formally constituted as an Incorporated Society, where part of their role is to advocate on behalf of the community at interest on Council activities and projects.

Applications up to \$500 may be from associations that are not formally constituted as an Incorporated Society, where part of their role is to advocate on behalf of the community at interest on Council activities and projects.

Eligible associations must hold meetings that are publicly advertised, including an AGM where office bearers are publicly elected.

All applications must show that they are contributing towards a Horowhenua District Council strategy or action plan (*all strategies available at www.horowhenua.govt.nz*)

Examples of eligible projects include:

- Administrative and secretarial expenses
 - Purchases of small items of equipment to assist with ongoing operations
 - Costs associated with distributing local community newsletters or other marketing, such as community website hosting
 - Costs associated with wider community engagement on proposed Council activities, planning and distribution of Council material
 - Compiling and presenting information to Council on behalf of communities
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Terms of application

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined. While the grant remains open for applications, Council Officers may attempt to give applicants an opportunity to rectify missing elements but no guarantee is given in this regard and no request for extra information infers eligibility for a grant

2. All successful applicants are accountable for Council funding. Upon completion of a project (and not later than nine months after funding is awarded) successful applicants must adequately complete an accountability form, attaching copies of all receipts relevant to the application
 3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council
 4. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall
 5. If the application is successful, recognition of Horowhenua District Council's grant must be made in any advertising or promotion of the applicant's project
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Applicants should attach all relevant supporting documentation that could assist the Subcommittee in their selection process. In all cases applicants must include:

1. Written quotes for each expense item in your project budget over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant
2. A copy of your organisation's latest financial statements (accounts) that includes disclosure of financial assistance received from other sources (and contributions from members). Funds tagged for specific purposes must be clearly identified. Horowhenua District Council reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded
3. A bank deposit slip (or certified copy of a bank statement) for an account in the name of the applicant organisation
4. A copy of your organisation's constitution
5. Details of office bearers