

Horowhenua Community Development Grant

Criteria

2018/2019

A sum of \$70,000 is set aside each year to assist non-profit organisations meeting criteria with events, projects and ongoing administration costs. Funding awarded varies, but the average grant issued is between \$500 and \$3000 to each successful applicant. The fund usually receives more than three times the applications it can fund, and so applicants are encouraged to put forward a strong case for funding.

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

- Round 1 closes at 5pm on the 31 August 2018
- Round 2 closes at 5pm on the 28 February 2019

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

Preference will be given to applications that support innovative solutions to community driven needs, which also demonstrate collaboration across community organisations. **All applications must show that they are working towards achieving one or more of the outcomes within one or more of Horowhenua District Council's (HDC) Strategies and Action Plans** (see www.horowhenua.govt.nz)

Community Development Applications also need to demonstrate alignment with key funding outcomes identified by the HDC Community Recognition and Funding Committee which include:

- **Accessibility**
- **Inclusion**
- **Volunteerism**
- **Neighbourliness**
- **Social connection**
- **Resilience**

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Eligible Organisations

Eligible applicants are groups that are:

- a. Non-profit organisations formally constituted as an Incorporated Society or Charity (or whose parent body or project partner is formally constituted)
- b. Located within the Horowhenua District, or providing a targeted project in Horowhenua
- c. Providing a community service
- d. Limited in ability to source funding or revenue Voluntary Groups that are not formally constituted may be eligible for small grants in certain circumstances, particularly if seeking funding to establish themselves as a Charity or Society.

Examples of ineligible applicants include:

- a. Groups funded substantially from Central Government or who have other independent means of regular income
- b. Organisations needing considerable capital funding
- c. Organisations with unfinished projects from a previous funding round or outstanding accountability reports
- d. Individuals
- e. Applicants submitting an incomplete application

Eligible Purposes

All applications must show that they are contributing towards a Horowhenua District Council Strategy or Action Plan.

Examples of eligible projects include:

- a. Projects, targeted services, programmes and community events that align with a Council Strategy or Action Plan and are based in Horowhenua
- b. Selected administrative costs i.e. those that facilitate provision of services for example, petrol costs of a support worker; telephone costs of a advice office; food costs for a shelter
- c. Purchase of specific items of equipment or material (please note that capital nature applications are considered a lower priority due to limited funding available)
- d. Promotion of an organisation, event, project or activity which promotes inclusion, social connection, neighbourliness, community resilience and volunteerism

Examples of ineligible purposes include:

- a. Salaries, insurance, rates
- b. New buildings or other significant capital expenditure
- c. Visitor accommodation and travel
- d. Capital improvements to facilities not owned by applicants.
- e. Projects not occurring within twelve months of the application date
- f. Retrospective expenses and retrospective projects

APPLICANT INSTRUCTIONS

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 according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts (A receipt is required for any budget line item amounting to \$250 or more).
3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council (HDC).
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 Applicants should attach all supporting documentation that could assist the Subcommittee in their selection process.

In all cases applicants must include:

- 5.a. Written quotes for each expense item in your project budget that have a cost of 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
- 5.b. A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified. HDC reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded
- 5.c. A bank deposit slip (or certified copy of a bank statement) for an account in the name of the applicant organisation (or parent body)

TERMS AND CONDITIONS

1 A grant recipient must:

- 1.a. Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule.
- 1.b. Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.
- 1.c. Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
- 1.d. Complete a outcomes based accountability report when the grant has been fully spent, or within 12 months after the grant has been approved, or upon request by HDC (whichever comes

first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.

1.e. Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.

1.f. Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.

1.g. Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.

1.h. Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (eg changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.

1.i. Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.

1.j. Agree that HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.

2. During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.

3. A grant must not be spent on any item that falls within the exclusions outlined by HDC.

4. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:

4.a. Requiring repayment of all or part of the grant.

4.b. Withholding payment of this and other HDC administered grants until issues are resolved.

4.c. Imposing additional terms and conditions before any HDC funding is approved.

4.d. Recommending to the Community Recognition & Funding committee, to decline future funding.

5. For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.

6. The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.