

# SHANNON COMMUNITY DEVELOPMENT TRUST CRITERIA 2018/2019

## Purpose

The Shannon Community Development Trust ("the Trust") has been developed for the purpose of providing funding assistance to the residents of the Shannon township for the purpose of Community Development including:

- educational activities including scholarships for educational purposes
- the provision of training and equipment for the protection of the community
- the provision of financial assistance for events recognising the involvement of community members
- the alleviation of hardship (in some circumstances)

## Value

Approximately \$13,000.00 is available to allocate per year, but is subject to variations. \$13,875.00 was granted in the first year of the trust operating. Individual grants normally range from \$300.00 to \$2,000.00.

There are two funding rounds each financial year. Round 1 closes 31 August 2018. Round 2 will close on 28 February 2019.

## About the Grant

To be eligible, applicants must:

- live within the Shannon township (an indicative map can be provided);
- show their project will directly benefit the Shannon Community, or an individual living within the Shannon community;
- not have excess reserve funds.

Eligible individuals and/or organisations include those that provide cultural, sporting, environmental or social services to the Shannon area.

## Criteria

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non profit making.
3. Only one application will be considered for any single applicant or joint event/activity in any given financial year.
4. Allocation of a grant in one year does not automatically guarantee funding in future years. Funding priority may be given to applicants who have not received a Shannon Community Development Trust grant in the last three years.
5. Where funding has been requested for goods or services over \$250, at least two quotes are required (from Horowhenua suppliers where possible).
6. Applicants should attach a bank deposit slip or certified account statement from their bank.
7. Applicants should attach letters of support from relevant organisations, governing bodies and / or relevant testimony from clients / coaches / teachers where applicable.

## **Additional Criteria for Organisations**

1. Applications from organisations should be for activities in the Shannon Community. The Trust may consider financial assistance for activity occurring outside the Shannon community where it is shown the Shannon community will benefit.
2. Organisations must provide a copy of their most recent financial statements
3. Organisations that are formally constituted as an incorporated society must provide a copy of their certificate of incorporation

## **Additional Criteria for Educational or Sporting Scholarships**

1. Individuals seeking a scholarship must attach a copy of their Curriculum Vitae
2. Individuals seeking a scholarship must attach a letter from an independent referee (including contact information) who is prepared to be contacted regarding the applicant
3. Individuals seeking an educational scholarship must attach a copy of their current academic record and history
4. Individuals seeking a sporting scholarship must attach a copy of correspondence from the relevant team / association / national body, indicating their selection

## **Procedure for Applications**

1. Applications must be made on the approved application form and must contain all supporting information. Incomplete applications could result in a request for financial assistance being declined. No late applications will be accepted.
2. The applicant or a representative should attend the Trust meeting to speak in support of the application and to answer any questions arising from the application if requested by the Trustees. If no representation is made at the meeting, the Shannon Community Development Trust Committee reserves the right to defer their decision on an application until a subsequent meeting (or funding round) until the applicant can attend.
3. Once the Committee have made their decisions public, applicants will be notified of the outcome of their application. Successful applicants will be supplied with a 'letter of intent' form, in order to uplift their funding allocation.

## **Accountability**

Applicants are required to provide a written report that the money was spent for the purpose granted within two (2) months of completion of the activity (or by final dates specified on a letter of intent document, whichever comes first) by completing an Accountability Form (supplied to successful applicants) and attaching copies of all receipts applicable to the application.

## **Applications are to be addressed to:**

The Honorary Secretary  
Shannon Community Development Trust  
C/- Horowhenua District Council  
Private Bag 4002  
Levin 5540

Copies of all forms are available from [www.horowhenua.govt.nz/grants](http://www.horowhenua.govt.nz/grants)