

# Horowhenua Special Projects Grant

Criteria 2021/2022

## Purpose

The Horowhenua Special Projects grant is available to community organisations to maintain and acquire minor assets. These projects must also contribute to the Horowhenua District Council's Strong Communities Ngā Hapori Kia Kaha – Community Wellbeing Strategy, 2021 – 2024. The vision of this strategy is for Horowhenua to be a safe, vibrant, inclusive and connected community.

## Criteria

Applications must meet all specific Special Projects grant criteria that includes;

- The project must align with the purpose of this grant
- The project should be locally significant and of benefit to people of the Horowhenua.
- The applicant must be a recognised and active community not for profit organisation formally constituted as an Incorporated Society or Charity, (or whose parent body is formally constituted)
- The project must be completed within the nine month period of November 2021 to July 2022

Applications must also clearly demonstrate a link to at least one of the following Horowhenua District Council's Strong Communities Ngā Hapori Kia Kaha – Community Wellbeing Strategy, 2021 – 2024 key principles;

- **Collective action** - Community-led development is both an outcome and a way of doing things. It is one way of achieving Horowhenua's community wellbeing vision of Horowhenua being a safe, vibrant, inclusive and connected community. Council's role is to create conditions that enable community-led development to flourish and enable people and organisations to work collaboratively to achieve common objectives. *Our communities have completed projects or advocacy efforts that will drive ongoing mahi in our future neighbourhoods.*
- **Sense of community** - Promote inclusion, reduce discrimination and remove barriers to opportunity and participation, particularly for disadvantaged groups. We have an important role to play in promoting equity and fairness, which is crucial for improving the wellbeing of all people in Horowhenua. One of our strengths is that we have strategic tools and levers to achieve positive change on a large scale. *Our communities identify with their neighbourhoods, feel connected and support one another.*
- **Social cohesion** - Social cohesion involves building shared values and communities that anticipate opportunities, reducing disparities in wealth and income, and generally enabling people to have a sense that they are engaged in a common purpose, facing shared challenges, and that they are of the same community. Council's role is to foster and advocate for such opportunities. *Our communities have the willingness and competency to work cooperatively*

## Funding

The Horowhenua Special Projects Grant will make available an amount of \$20,000.00 in one funding round in the 2021 – 2022 financial year as follows;

- Round opens 1<sup>st</sup> August 2021 and closes at 5.00pm on the 31<sup>st</sup> August 2021, (N.B. Projects cannot begin before November 2021)

Funding awarded will vary, but the average grant issued will be between \$500.00 and \$3,000.00.

This grant will not fund;

- Central Government and other organisations that have significant means of regular income
- Individuals
- Community and Social Development programmes
- Organisational Operating expenses

## 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.
6. In all cases applicants must include:
  - 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
  - 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
  - An up to date bank document that clearly an account in the name of the applicant organisation (or parent body)

## Terms and Conditions

1. A grant recipient must:
  - 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 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.
  - 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.
  - 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.
  - d. Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.
  - e. Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
  - f. Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
  - g. 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.
  - h. Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
  - i. 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:
  - a. Requiring repayment of all or part of the grant.
  - b. Withholding payment of this and other HDC administered grants until issues are resolved.
  - c. Imposing additional terms and conditions before any HDC funding is approved.
  - 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.