



Community Funding Investment Guidance Notes and General Information

As at 1 June 2016

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GENERAL GUIDELINES

New Plymouth District Council invites eligible individuals and organisations to apply for contestable community funding.

If you require assistance with any aspect of your application form please phone the Council on 06-759 6060 well before the closing date.

In addition to these guidance notes please refer to the Community Funding Investment Policy for more information: www.newplymouthnz.com, key word “Community Funding”.

Funding schemes

There are a total of 10 funding schemes provided by the Council. These are:

- Strategic Council Community Partnerships (multi-year funding)
- Social Enterprise Grant
- Community Services and Programmes Grant (annual funding)
- Community Action Neighbourhood Development Matching Grant
- Rural Halls Development Grant
- Marae Development Grant
- Built, Cultural and Natural Heritage Protection Grant
- Community Concessional Leases
- Creative Communities Scheme
- Mayoral Relief Fund

Separate application forms exist for Strategic Partnerships, Community Services and Programmes Grant, Rural Halls Development Grant, Marae Development Grant, Community Concessional Leases, and Built, Cultural and Natural Heritage Protection Grant. All application forms are available online.

To become a Strategic Council Community Partner please contact the Community Partnerships team to discuss eligibility.

Applications must:

- be made online via our grants management tool Smarty Grants;
- be fully completed and legible; and
- be submitted before the closing date.

Once applications are lodged, if they do not meet the criteria, or if these are incomplete, they will be deemed ineligible. The Council will advise you if this is the case.

Closing Dates

Please refer to the Council's website for closing dates.

Application dates and meeting dates will be publicly advertised.

Council's grant calendar is as follows:

July annually

- Strategic Council Community Partnerships
- Social Enterprise Grant
- Community Services and Programmes Grant (1st round)
- Rural Halls Development Grant (over 10k)
- Built, Cultural and Natural Heritage Protection Grant (over 10k)

September annually

- Creative Communities Scheme (1st round)

February annually

- Community Services and Programmes Grant (2nd round – subject to funding)

April annually

- Creative Communities Scheme (2nd round)

August onwards

- Community Concessional Leases
- Built, Cultural and Natural Heritage Protection Grant (under 10k)
- Rural Halls Development Grant (under 10k)
- Marae Development Grant (under 10k)
- Community Action and Neighbourhood Development Matching Fund (under 5k)
- Mayoral Relief Fund

POLICY AND CRITERIA INFORMATION

The Council provides targeted and accountable financial support to the community in a transparent manner.

Community investments are made under the Community Funding Investment Policy, and is contained in the Long Term Plan as a level of service provided for the Community. This Policy sets the forward direction for community investments.

The Council provides funding for the purpose of contributing towards the districts Community Outcomes, and defined strategic priorities, including the District Blueprint, and is guided by a broad set of values, as set out in the Policy.

Each separate grant fund is defined further under a Scheme within the Policy.

General Eligibility

The general eligibility for all grant types is as follows:

1. Be present and operating within the New Plymouth district boundaries
2. Be a not-for-profit community, group or organisation and / or be able to demonstrate that the purposes of the activity contribute to the Community Outcomes and defined strategic priorities of the district
3. As a minimum meet the legal obligations of the Health and Safety at Work Act 2015, such as a Person Conducting a Business of Undertaking (PCBU), primary duty (so far as reasonably practicable) for health and safety of workers and others, casual volunteers and/or volunteer workers

Specific additional criteria for each grant type accompany the Policy. Please refer to the Policy schedules for details.

General Exclusions

Funding will not be made available for the purposes of:

1. Religious activities
2. Political activities
3. Statutory functions, activities and services (i.e. providing education, policing or health care)
4. Projects and programmes that duplicate existing services and organisations
5. Activities that contravene any policy or strategic objective of the Council
6. Previous grant applicants who failed to fulfil the obligations and terms of the previous grant agreement
7. Commercial or private organisations whose purpose is profit generation (excluding Built, Cultural and Natural Heritage Protection Grants)

Funding will not be provided where:

8. Services or projects have received funding from an Annual Plan or Long Term Plan.
9. Funding support has already been given within the same financial year.

Funding Priorities

The Council, and its Community Funding Investment Subcommittee, have set priorities for funding decisions specifically for:

- Strategic Council Community Partnerships (multi-year grants), and
- Community Services and Programmes Grants (annual grants).

These priorities are based on New Plymouth District Council's District Blueprint, and its eight key directions. The Blueprint's eight key directions were developed following an extensive series of community and officer workshops, to define strategic areas of focus for the Council.

You can read more about the District Blueprint online at www.newplymouthnz.com, key work "Blueprint".

FUNDING SCHEMES

A brief overview of each funding scheme is provided below, however for more information applicants are encouraged to read the Community Funding Investment Policy.

1. Strategic Council Community Partnerships (multi-year funding)

The purpose of a strategic council community partnership is to recognise those social and not-for-profit services that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a longer term funding partnership relationship.

The relationship is based on the delivery of outcomes, and specifically the extent to which the organisation can support the Council to deliver its strategic outcomes, on behalf of the community.

Selected community organisations will be invited to submit a proposal to be considered for a Strategic Council Community Partnership.

Funding may be provided for up to five years.

2. Social Enterprise Grant

The aim of the Social Enterprise Grant is to provide seed funding to community organisations who seek to earn an income for the sole purpose of generating an income for reinvestment into the community.

There are many different forms of not-for-profit enterprise. For the purposes of Council's funding, a Social Enterprise is a business with primarily social, environmental and / or cultural objectives, whose surpluses are principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders and owners.

Funding may be provided for up to five years.

3. Community Services and Programmes (annual funding)

Funding is available for community- based agency/organisations that provide a service or undertake a project that acts as a catalyst for change or seeks to strengthen the community.

A range of initiatives are available to be funded through this scheme, and include community services and programmes, public education, support services, build community awareness and understanding, and contribute to community cohesion.

Funding may be provided for a one year term only.

4. Community Action Neighbourhood Development Matching Fund

The aim of the Community Action and Neighbourhood Development Matching Fund is to support communities who are taking action for themselves to become empowered within their community.

The community / neighbourhood is eligible to apply for funding to support an activity that will enhance the community.

The enhancement may be;

- aesthetic (trees, benches, parks etc);
- by providing a local service in the community (i.e. holiday craft programme for neighbourhood children); or
- an activity that seeks to bring the community together (development of a community garden, or event for example).

Funding may be provided once every two years.

5. Mayoral Relief Fund

The Mayoral Relief Fund exists to provide assistance to families and individuals who are undergoing extreme financial hardship, and are made at the discretion of the District Mayor.

The applicant must have exhausted general sources of assistance, such as Work and Income, or local food banks, and their immediate family.

This scheme is exempt from the general conditions of the Community Funding Investment Policy. Decisions are made by the sitting District Mayor.

6. Marae Development Grant

The purpose of the Marae Development Grant is to support funding for the maintenance and development of the District's Marae.

Grants may be sought for a range of purposes from external and internal works, health, safety and hygiene related issues, improvements to Marae accessibility and new developments.

Insurance funding is separately available for Marae.

Funding may be provided for a one year term only.

7. Rural Halls Development Grant

The purpose of the Rural Hall development grant is to support funding for the maintenance and development of the districts rural halls.

Grants may be sought for a range of purposes from external and internal works, health, safety and hygiene related issues, improvements to rural hall accessibility and new developments.

Insurance funding is separately available for rural halls.

Funding may be provided for a one year term only.

8. Built, Cultural and Natural Heritage Protection Grant

The Built, Cultural and Natural Heritage Protection Grant was established by the Council to help private property landowners manage, maintain, and preserve the heritage values of their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

Grants may be sought for any heritage items that meet the Council's criteria for heritage importance, such as heritage buildings, significant areas of vegetation or wetlands, individual trees or groups of trees, geological features, waahi tapu and waahi taonga sites of significance to Maori, and archaeological sites.

Funding may be provided for a one year term only.

9. Community Concessional Leases

The purpose of a Community Concessional Lease is to recognise the value of a not for profit group or organisation occupying Council owned land and or property, through the award of a reduced lease fee.

All proposals must be consistent with policies and requirements set out in legislation and other Council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans, and the Reserves Act 1977.

10. Creative Communities Scheme

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities.

The arts are broadly defined as 'all forms of creative and interpretative expression'. This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Maori, literary workshops, digital storytelling, and many other activities.

This scheme operates under contract from Creative New Zealand and as such this fund scheme is exempt from the general conditions of the Community Funding Investment Policy. Decisions are made by the Creative Communities Committee.

WRITING SUCCESSFUL APPLICATIONS

A good application is one that is simple to read, realistic, and clear on what it wants to achieve.

Tips to help you to write a successful application are:

- Plan ahead and have plenty of time to prepare.
- Check that your organisation is eligible for the funding scheme you are planning on apply to.
- Be clear about what you want to do. Show clear evidence of why the project is needed, what you need funding for, and how you have involved your stakeholders.
- Have a plan in place about how you will evaluate the success of your initiative.
- Be clear why and how your project is different and unique.
- Find out about the wider aims of the Council. Check our website to understand how your project fits into the bigger picture.

Application forms

Applications forms contain all the essential information Council requires to consider when determining a funding application.

Each application should include:

- Community funding application Cover Page
- Funding application form completed, signed and all relevant information provided
- Bank deposit slip or printout from internet banking

You may attach additional supporting information, although all essential information should be concisely contained in the application form.

Key performance measures (if required)

Key Performance Measures must be established within funding applications for:

- Strategic Council Community Partnerships (multi-year funding)
- Social Enterprise Grants
- Community Services and Programmes Grants (annual funding)

Grant recipients are expected to achieve 100% of the measures stated in the funding application. Achievement of these measures will be used to determine whether your project has been successful.

A key performance indicator (KPI) is a type of performance measurement used to evaluate the success of an organisation or of a particular activity in which it engages. Council uses an outcomes framework that asks applicants to identify:

- The desired outcome
- The effort/activity undertaken to achieve it; and
- How you will measure this.

Choosing the right KPIs relies upon a good understanding of what your application is trying to achieve, and how best to measure the difference made. Indicators need to be **s**pecific, **m**easurable, **a**chievable in a cost effective way, **r**elevant for the programme, and available in a **t**imely manner (SMART).

KPIs are established in the application and agreed by the Council through a funding contract.

Financial information (if required)

It is important that you include as much detail as possible on the funding required for your project. This is your project budget. It is also useful to provide details of other funding sources that will contribute to the project, demonstrating how Council funding contributes.

Where required, community organisations will need to provide financial accounts that detail the current financial position. These accounts provide an accurate and up to date outline of the current financial position, and must be in accordance with the Financial Reporting Standards established for Charitable Entities.

Financial information must also be provided alongside funding applications for:

- Strategic Council Community Partnerships (multi-year funding)
- Social Enterprise Grants
- Community Services and Programmes Grants (annual funding)
- Marae Development Grants
- Rural Hall Development Grants

DECISION MAKING

Decision making for funding is undertaken by the Community Funding Investment Subcommittee of the Council. The Subcommittee follows standing order processes to meet administration and decision making requirements of the Local Government Act 2012.

The Subcommittee has full discretion and authority to approve or decline any application and to attach such conditions to funding as it deems fit. The Subcommittee's decisions are final.

The Community Investment Funding Subcommittee meet within eight weeks of the closing dates for applications. Meetings are open to the public and funding decisions are recorded in the minutes and made available online.

You are welcome to attend the meetings.

Delegated authority

Where the Council has given delegated authority to Council staff to make funding decisions, determination of funding is made against set criteria using a weighted assessment score. Delegations are specified within the Council Delegations Register.

The Council or its delegated committee, will make decisions where applications exceed Officer Delegation.

Council staff Delegation exists for four fund schemes:

- Built, Cultural and Natural Heritage Protection Grants (up to \$10k)
- Rural Hall Development Grants (up to \$10k)
- Marae Development Grants (up to \$10k)
- Community Action and Neighbourhood Development Matching Grants (up to \$5k)
- Community Concessional Leases

Notification of Decision

Once a decision is reached, Council staff will communicate (via email or letter) the outcome of your application. You will be notified of the outcome within ten working days of the Subcommittee meeting, or when a Council staff decision is reached under Delegated authority.

The outcome letter will outline the requirements of funding and how you will work with Council to monitor and organise payment.

AGREEMENT

A funding agreement is required, in addition to the outcome letter, for the following funding schemes:

- Strategic Council Community Partnerships (multi-year funding)
- Social Enterprise Grants
- Community Services and Programmes Grants (annual funding)

Grant recipients are expected to achieve 100% of the measures stated in the funding application and funding contract. If you do not receive the full amount that you applied for, the performance measures that you initially submitted in your application may need to be reviewed and adjusted accordingly.

Achievement of these measures will be used to determine whether your project has been successful.

A signed funding contract must be received by Community Partnerships before the commencement of your project. Failure to do so may affect the release of funding.

PAYMENTS

Each funding scheme has a different payment process, which relates to the nature and purpose of the investment.

Payment for each scheme will be made in accordance with Community Partnerships receiving the following:

| Grant / funding scheme | Requirements for release of funds |
|---|---|
| Strategic Council Community Partnerships | Completed and signed contract and receipt of an invoice. |
| Social Enterprise Grant | |
| Community Services and Programmes Grant | |
| Community Action Neighbourhood Development Matching Grant | Upon receipt of an invoice. |
| Creative Communities Scheme | Payment is made at project milestones, either on invoice or direct to contractor. |
| Rural Halls Development Grant | |
| Marae Development Grant | |
| Built, Cultural and Natural Heritage Protection Grant | |
| Community Concessional Leases | |
| Mayoral Relief Fund | Applied as a reduced lease fee. |
| | Arranged at Mayors Office Discretion. |

REPORTING

All approved applicants are required to maintain ongoing contact with the Council over the course of their grant period. Any deviance from the purposes funded must be directly reported and discussed with Council staff.

Accountability reporting

Accountability reporting is required for the following funding schemes:

- Strategic Council Community Partnerships (multi-year funding)
- Social Enterprise Grants
- Community Services and Programmes Grants (annual funding)

Reporting is based on the Key Performance Measures established in the application and agreed by the Council in the funding contract. This provides confirmation that the project has been delivered and importantly closes the funding process.

Grant recipients are expected to achieve 100% of the measures stated in the funding application and funding contract. Achievement of these measures will be used to determine whether your project has been successful.

Reporting templates will be provided to each applicant who is allocated funding.

Completion report

A completion report is required for the Creative Communities Scheme.

Reporting templates will be provided to each applicant who is allocated funding.

FOR FURTHER ASSISTANCE

If you require further assistance, please Council staff on 06-759 6060 or via enquiries@npdc.govt.nz:

APPENDIX – Overview of Community Funding Investment grants

| Grant Scheme | Who can apply? | Funding length | Application process | KPIs required | Funding Contract required | Payment type | Reporting |
|---|---|--------------------|------------------------------|---------------|---------------------------|---|----------------------------------|
| Strategic Council Community Partnerships (multi-year funding) | Community Groups | Up to 5 years | Invited to submit a proposal | Yes | Yes | To group on invoice | Completion report against KPIs |
| Social Enterprise Grant | Community Groups Charitable Entities | Up to 5 years | Proposal | Yes | Yes | To group on invoice | Completion report against KPIs |
| Community Services and Programmes Grant (annual funding) | Community Groups | 1 year | Application Form | Yes | Yes | To group on invoice | Completion report against KPIs |
| Neighbourhood Match Fund | Individuals and neighbourhood groups | Once every 2 years | Application Form | No | No | To group / individual on invoice | Completion report |
| Mayoral Relief Fund | Individuals | Once every 2 years | On enquiry | No | No | Discretion of Mayoral Office | No |
| Marae Development Grant | District Marae only | 1 year | Application Form | No | No | To group or supplier on invoice | Works inspected by Council staff |
| Rural Halls Development Grant | District Rural Halls only | 1 year | Application Form | No | No | To group or supplier on invoice | Works inspected by Council staff |
| Built, Cultural and Natural Heritage Protection Grant | Individuals Companies Marae Community Groups | 1 year | Application Form | No | No | Project instalments to group on invoice | Works inspected by Council staff |
| Community Concessional Leases | Community Groups | Applied each year | Application Form | No | No | Reduced lease fee | No |
| Creative Communities Scheme | Individuals Community Groups | 1 year | Application Form | No | No | To group / individual on invoice | Completion report |