

COMMUNITY ENGAGEMENT FUND

INFORMATION FOR APPLICANTS

Background

Hutt City Council made budgetary provision in the 2007/08 financial year for the establishment of a new Community Engagement Fund amounting to \$0.50 per head of population for each ward.

The purpose of the fund is to support community development or community events in the local community with the objective of strengthening and building a community. This will include supporting the priorities and key objectives of the Local Community Plans (LCP). All outcomes must be of direct benefit to the respective communities.

Each Community Board (CB) and Community Committee (CC) will be delegated the authority to allocate the fund for local activities, events or modest projects that support community development or community events in the local community. The CB/CC may allocate all available funding to one worthy project or support a number of smaller projects.

The following funding is available:

Eastbourne Community Board	\$ 2,367
Petone Community Board	\$ 6,250
Wainuiomata Community Board	\$ 8,607
North/East Community Committee	\$16,104
Central/West Community Committee	\$15,522

How to Apply

When funding rounds are open, application forms will be available from CB/CC members, libraries and the Customer Service Centre at the Hutt City Council Administration Building, 30 Laings Road, Lower Hutt.

Forms will also be available from the Customer Service Centre, phone 570 6666, and on the Council's website: www.huttcity.govt.nz

Application Closing Dates

Applications will be accepted up to the closing date of Wednesday 30 September 2009, 4pm. Late applications will not be accepted.

How Decisions are Made

CBs/CCs will consider applications in their area at the following scheduled meetings:

Petone Community Board:-	27 October 2009 at 6.30 pm
Eastbourne Community Board:	28 October 2009 at 7.30 pm
Wainuiomata Community Board:	29 October 2009 at 6.30 pm
North/East Community Committee:	2 November 2009 at 7 pm
Central/West Community Committee:	3 November 2009 at 7 pm

The application process from receipt of applications until notification of decisions may take up to eight weeks. All applications are assessed in terms of how well they meet the purpose of the fund, as outlined above, and other criteria agreed by Council and the CBs/CCs.

Once CBs/CCs have approved funding, applicants will be required to provide an invoice to Hutt City Council for the approved amount, in order to receive funding.

Prioritising Projects and Activities

The CB/CC in prioritising the applications received will ensure that:

- projects which support the LCP are accorded a high priority
- projects which support the core business of the Council, as identified in the Long Term Council Community Plan shall be accorded a high priority

Eligibility Criteria

Preference will be given to applicants who meet the following eligibility criteria.

The project, event or activity:

- supports community development or community events in the local community
- supports the priorities and key objectives identified in LCPs.
- is of direct benefit to the respective communities

Ineligible Purposes

Funding will not be granted for the following:

- organisations or groups seeking to promote the religious, ethical, commercial or political views of the organisation applying for the funding
- purchase of land or buildings or alterations to buildings, including building maintenance, loans and mortgages
- organisations or groups providing services that are considered to be the responsibility of central or local government or some other funding body (such as health, education or the provision of utilities)
- retrospective costs for activities which have already taken place or been completed (ie. costs incurred before the CB/CC meeting date to consider the application)
- organisations or groups which seek to redistribute funds to other recipients at their own discretion
- fund raising costs and legal costs
- debt repayment or refinancing of existing loans
- capital investment or trust funds
- prize monies
- ongoing operating costs of community groups or organisations such as rent and salaries

Accountability and Acknowledgement

Successful applicants are required to submit a short accountability form (with invoices and photographs if applicable) within six weeks of the completion date. Applicants may be asked to present a report to a convenient meeting of the CB/CC, highlighting how the event/activity achieved its objectives.

Some Application Tips

Applicant groups are strongly recommended to:

- show realistic project/activity costs
- show they have an identified need for the project/activity and that they have planned carefully
- have tried other sources of funding
- provide letters of support or other proof of wider community support
- be available to attend and speak to the application at the CB/CC meeting

<p>NOTE: Withholding Tax may be deducted from funding that provides a service to the Council and falls within the activities listed on the back of the Inland Revenue Department <i>IR330 Tax Declaration Form</i>.</p>
