

COMMUNITY DEVELOPMENT FUND

Criteria and Application Form

Applications close on 3rd Friday in April each year

- Late or incomplete applications will not be accepted.
- Please read all the information before filling out the application form.
- Applications are considered once a year for amounts between \$1,000 and \$10,000 per organisation.
- The Community Development Business Unit of Hutt City Council administers the fund and Council's Community Grants Committee makes the decisions.
- Either type the application or print clearly in **black** pen.
- The application must be signed and all information requested enclosed.
- Return to the Community Funding Officer, Hutt City Council, Private Bag 31912, Lower Hutt
- Phone the Community Funding Officer on 570-6900 or email comdev@huttcity.govt.nz if you require more information.
- This form is also available on www.huttcity.govt.nz/Council-Services/Funding-and-Grants/The-Community-Development-Fund/

Criteria and Priorities of the Community Development Grants Funding Scheme

- The Community Development Fund enables Hutt City Council to assist not-for-profit organisations providing community arts, cultural or social services to the Hutt City community.
- Organisations may apply for funds to support some of the operating costs of their organisation, including staff wages and administration costs e.g. phone, power, rent and volunteer expenses.

Criteria

- Organisations must demonstrate they have the necessary capacity and capability to deliver on their stated outcomes to meet accountability requirements.
- Applications will only be considered from not-for-profit or charitable organisations with legal status (e.g. an incorporated society or a registered charitable trust) or from legal entities established by a Court or under an Act of Parliament, which are authorised to receive and administer charitable funding.
- The organisation must be based in Hutt City and/or be primarily of benefit to the Hutt City community.
- The organisation's services must be accessible to a wide range of people or the intended user group.
- All organisations that have funding approved are required to have a funding agreement with Hutt City Council.
- Applicants must clearly identify how the funding contributes to the achievement of at least two of the community outcomes in the Long Term Council Community Plan (LTCCP). *refer to page 5*

Priorities

- Predominately assist "distinct communities" - such as elderly, Maori, Pacific Island, ethnic minority, youth, victims of crime, people with disabilities, homeless people and unemployed people.
- Engage in partnership arrangements with others to prevent duplication of service(s) and facilities, and encourage more efficient use of resources.

What we fund

- Operational/administration costs of the organisation
- Salary costs for employees
- Volunteer expenses

What we do not fund

- Organisations currently receiving funding from any other Council source (excluding rates rebate)
- Individuals
- Organisations whose primary focus is on environmental or sporting activities
- Organisations who receive significant funding from central government e.g. schools, kindergartens.
- Retrospective costs
- Debt servicing
- Land/building and/or renovation/maintenance costs
- Capital equipment
- Organisations which seek to redistribute funds to other recipients at their own discretion.

Accountability and Compliance

- Funds must be used only for the purpose for which they were sought and/or approved and in accordance with any terms and conditions imposed by the Grants Committee.
- Funds must be used within 12 months of the recipient being notified of their successful application.
- The recipient is required to inform the Funding Officer immediately if any difficulties and/or potential difficulties arise which may compromise the service or project.
- A complaint must be laid with the Police if any funds received under this scheme are stolen or misappropriated. The Council must be notified of all such complaints to the Police.
- The recipient must allow an audit on the use of the Councils funds should Hutt City Council wish to undertake such an audit.
- The recipient must recognise the support of Hutt City Council in appropriate publicity material, annual reports and similar publications.
- The recipient must provide an accountability report to the Grants Committee (the accountability form will be sent by Hutt City Council in due course) outlining the benefits to the community of the funds no later than 12 months after the funds have been uplifted.

Section A - About your Organisation

Please circle the funding scheme you are applying to:

Heritage Fund / Small Grants Fund / Community Development Fund

A1. Name of organisation: _____

A2. Postal address: _____

A3. Physical address (if different from above): _____

A4. Telephone: _____ Mobile: _____

A5. Email: _____

A6. Contact person:

Name: _____

Position: _____

Telephone: _____ Mobile: _____

Email: _____

A7. Second contact person:

Name: _____

Position: _____

Telephone: _____ Mobile: _____

Email: _____

A8. Status of organisation:

Incorporated society (registered under the Incorporated Societies Act 1908) If yes please provide legal registration number here: _____

A Registered Charitable Trust (registered under the Charities Act 2005)

Other, please explain: _____

A9. GST number, if registered: _____

A10. Year organisation started operating: _____

A11. Geographical area served by your work: _____

A12. Link to your regional or national organisation: _____

A13. Brief details on the main kaupapa/objectives of the organisation: _____

Section B - About your request

B1. Brief details on your proposed work for which you are seeking Hutt City Council funding in this application (why/what/where/with/when)

B2. Are there other organisations providing a similar service in Hutt City? How will your organisation's work vary or complement the work of other organisations?

B3. How have you determined that your work will be beneficial to the community?

B4. How will you measure your organisation's success and show that your organisation can account for the funding? _____

B5. Tick below to show which of the three Hutt City Council Community Outcomes your organisation contributes to.

Strong and Tolerant Communities - A city that is friendly and welcoming where people experience a sense of belonging; Encouraging community involvement and engagement with civic life; More celebration of tangata whenua and multiculturalism in the city and migrants are well adapted to the NZ way of life.

Healthy and Educated Communities - Everyone has access to a wide range of excellent education services; Everyone has affordable access to services that improve health; There is a seamless integration of health services and residents have a high standard of living.

Lifestyle - A city that is safe; Affordable access to community facilities that include arts, cultural and recreational options; A diverse natural environment that is accessible, enjoyable and safe; Encouragement of the arts, cultural and sports activities including local, national and international events; Attraction of tourists to the Hutt City.

B6. Does your organisation work under an umbrella organisation? If yes please state which one:

C4. What will happen if you do not get any or only part of the funds you are seeking from Hutt City Council: _____

C5. List all Hutt City Council funding that you have received in the last 3 years, or have applied for in this financial year, with date, amount and which Council funding scheme.
 (Note - this applies to all Council funding schemes not only those administered by Community Development)

| Date granted | Amount granted \$ | Council funding scheme |
|--------------|-------------------|------------------------|
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Section D - Checklist / Declaration / Consent requirements

The following information is required in support of this application.

If your application does not have the supporting information detailed below, it will be deemed ineligible.

FOR ALL APPLICATIONS

- One letter of community support for your organisation, signed, dated and less than six months old, from someone not involved or connected in any way to the running of your organisation.
- A bank generated deposit slip.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts please attach a Statement of Income and Expenditure for the past 12 months. If neither of these is available please attach a copy of your latest bank statement.
- Your Trust Deed or Constitution including a list of current key members and their contact details.
- Your organisation must have legal status or be working under an umbrella organisation (if under another organisation please state which one).
- Demonstrate you have consent (e.g. board) to apply for funding the project.

FOR SALARY APPLICATIONS (organisations with legal status only)

(Not applicable to Small Grants Fund)

- A current job description, signed, dated and less than 2 years old, or a proposed job description.
- A current employment contract, signed, dated and less than 2 years old.

DECLARATION AND CONSENT REQUIREMENTS

We hereby declare the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report (an accountability form will be sent to us in due course by Hutt City Council) stating that the money received has been spent on the service agreed. We also agree to participate in any funding audit of our organisation conducted by Hutt City Council.

We also consent to Hutt City Council collecting and retaining the personal contact details of the persons listed in this application. We confirm we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. The consent is given in accordance with the Privacy Act 1993.

Name: _____ Name: _____

Position held: _____ Position held: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

NB: Before placing your completed application in an envelope please check you have answered all the required questions, gained all required signatures and that you have attached all supporting information. Failure to include all relevant supporting information will result in your application being deemed ineligible.