

SMALL GRANTS FUND

Criteria and Application Form

Applications are open all year round

Please read all the information before filling out the application form.
Applications are considered once a year for amounts up to \$1,000 per organisation.
The Community Development Business Unit of Hutt City Council administers the fund.
Please print clearly in **black** pen, sign and return to Community Development.
Phone the Community Funding Officer on 570-6900 or email comdev@huttcity.govt.nz
if you require more information.
This form is also available at <http://www.huttcity.govt.nz/Council-Services/Funding-and-Grants/Small-Grants-Fund-/>

Criteria and Priorities of the Small Grants Funding Scheme

- The Small Grants Fund has been established by Hutt City Council to assist not-for-profit organisations based in Hutt City, to build the capacity within their organisation; and to help them to deliver quality and sustainable services.
- Support from this fund is for costs involved in building capacity such as governance or staff training costs and developing a business plan.
- Applications are considered on an on-going basis for one-off grants up to a maximum of \$1,000 per application.

Criteria

- The organisation must be based in Hutt City and/or be primarily of benefit to the Hutt City community.
- Organisations must demonstrate they have the necessary capacity and capability to deliver on their stated outcomes to meet accountability requirements.
- 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.
- Clearly identify how the funding contributes to the achievement of at least two community outcomes in the Long Term Council Community Plan (LTCCP) - *refer to page 5.*

Priorities

- Predominately assists "distinct communities" - such as elderly, Maori, Pacific Island, Ethnic minority, youth, victims of crime, people with disabilities, homeless people and unemployed people.
- Operates in areas with high deprivation levels which include Naenae, Wainuiomata, Pomare, Taita, Stokes Valley, Petone and Moera.
- Meets the needs of young people and their families to assist them to develop their full potential through the provision of intervention programmes, initiatives and activities.
- Encourages the use of or improves access to community facilities enabling community groups to have a focal point for assistance, support, networking and capacity building opportunities.
- Encourages growth and connection within and across communities.

Assessment

The Council's Community Development Unit will assess and make decisions on applications to the Small Grants Funds. They will take the following into consideration when assessing applications:

- Whether the application complies with the criteria, priorities and purposes of the Small Grants Fund.
- Whether the organisation contributes to the outcomes in the Hutt City Council Long Term Council Community Plan (LTCCP).
- The level of compliance of any previous grant from Hutt City Council.
- The community support of the application (demonstrated by funds raised, volunteer support, other donations and support).
- Collaboration or partnerships with other groups and organisations and the minimising of duplicated services.
- The ability of the organisation to successfully deliver the services (demonstrated by the adequacy of the organisation's structures, it's financial and management practices and previous track record for services or projects).
- Whether the programme or project has been funded previously and the strategies that exist to ensure continuity occurs without continued dependence on this source of funding.
- Any independent assessments or comments sought from relevant government or community agencies and groups.
- Other possible sources of funding available to the organisation and its fundraising capabilities.
- The organisation's compliance with all relevant legislative requirements.
- Evidence to show the group is working cooperatively together with other organisations in the same area or with similar objectives or seeking similar outcomes.
- The level of existing funding support the applicant currently receives from Hutt City Council.

Eligible Purposes

Funding may be granted for the following costs associated with capacity building projects or programmes within an organisation:

- Staff training and development.
- Governance training and development.
- Implementing new or improved office systems, such as, a new financial management system or software programmes.
- Developing business plans, budgets.
- Developing policies and procedures for the operation of the organisation.

Ineligible Purposes

- Individuals.
- Services or projects with primary focus on environmental, recreation or sporting activities. (Note: funding for arts and cultural projects, events or activities should be directed to the Creative Communities Funding Scheme).
- Purchase of land or buildings or alterations to buildings, including building maintenance.
- Organisation's who receive significant funding from central government e.g. schools, kindergartens.
- Organisations which seek to redistribute funds to other recipients at their own discretion.
- Debt repayment or refinancing of existing loans.
- Vehicles or overseas travel.
- Medical expenses, operations or treatment either here or overseas.
- Capital investment or trust funds.

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 Assessment 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 funds should Hutt City Council wish to undertake such an audit.
- The recipient must recognise the support of Hutt City Council in all publicity material, annual reports and similar publications.
- The recipient must provide an accountability report (which will be sent by Hutt City Council in due course) outlining the use and 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

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. from your board/governing body) 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.