

ARTS & CULTURE

Community Library Grant

SCHEME CRITERIA 2017/18

Please read this information prior to completing your application.

1. Introduction

Ashburton District has a number of independently operated community libraries throughout the district that play an integral role in resident's quality of life. Community libraries provide local residents with resources related to information, education, economic regeneration, culture, diversity, and recreation in a public space that enhances their sense of place and belonging.

Council recognises the importance of these libraries to the district and the shared responsibility it has with the community to ensure they are maintained for current and future generations. Council provides annual Community Library Grants through a single grant application process held in February of each financial year.

2. Purpose

The purpose of the Community Library Grant Scheme is to support independently operated community libraries with the purchase of new reading material.

3. Grant Eligibility

All Community Library applications **must** meet the following criteria:

- Be for an independently operated community library facility located in the Ashburton District (specifically Methven, Mt Somers and Rakaia libraries').
- Be for the purchase of new reading material available for community use.

4. Assessment Considerations

Council will consider the following

- The number of users/members of the library
- Accessibility of the facility to the general public (eg days and hours)
- The community contribution to the project (including volunteers, in-kind work or materials and financial support).
- Other sources of funding potentially available to the applicant.
- Any previous assistance provided by Council.

5. Funding

The maximum individual grant available is \$5,000 and can be no more than 50% of the total project cost. The applicants' share of the project's cost can be in kind work or materials, or financial.

All grants must comply with Council's Community Grants and Financial Assistance Policy.

6. Applicant Eligibility

Applicants must be:

- Based in the Ashburton District.
- The administering / governing body for the project.
- Applications will only be accepted on the **completed** Community Library Application form.
- Incomplete applications that do not provide all of the requested information will be excluded from funding assessment.

7. Ineligible Projects

The following projects are **ineligible** for Community Library Grant Funding:

- Retrospective purchases of reading material or expenses.
- Salaries or wages.
- Any form of Insurance.
- Equipment Hire.
- Facility Operating Costs (including power, water, phones, ticketing, IT charges).

8. Funding Agreement

Successful applications must complete and return a funding accountability form on the completion of the project, and within the financial year which funds were granted.

Receipts are required for all expenditure.

Organisations that do not return a completed accountability form will not be eligible for future Council grant funding.

9. Disclaimer

The final funding decisions are made at the discretion of Ashburton District Council. Successful applicant's project details may be used for publicity purposes.

10. Application Dates

The Community Library Grant is available through a single contestable process held in February of each financial year.

ARTS & CULTURE

Community Library Grant

Application Form

Organisation name:

For Office Use only	#
Application received	
Funds requested	
Funds allocated	

Organisation details:

*(including purpose,
membership, history in
community)*

Status (If applicable):

Charitable Trust

Charities Commission Number _____

Incorporated Society

(Please attach a copy of Certificate of Incorporation)

Postal address:

Contact person 1:

Email address:

Phone (daytime):

Contact person 2:

Email address:

Phone (daytime):

Project dates

Start Date

Completion Date

1. What does your project aim to change or improve?

(Why is it necessary?)

a. What evidence do you have of the problem or opportunity your project will address?

(This may be specific data or a general/anecdotal observation. The information could come from your own or another organisation. Eg: A number of residents to the community have been requesting reading material focused on minimalist living. The library has little material that focuses on this subject).

b) What is the background and/or context of the problem or opportunity?

(What has been done before? What else is happening? What are your opening hours? How many volunteers / hours are involved in the facility?)

2. To be eligible for funding, your project must be for **one** of the following community libraries :

Methven Community Library

Mt Somers Community Library

Rakaia Community Library)

3. Describe your project:

(Provide a description of the project to be funded and how it will be delivered. If you have a separate project plan (or similar), this can be attached and referred to.)

4. What is the main **outcome(s)** that your project will achieve?

(How will the community be better off as a result of this project? The outcome should be a simple, clear and concise statement describing the intended result you aim to achieve. Eg: We will provide the requested reading material to attract and retain library users from our community).

5. What are the main **outputs** that your project will deliver?

(This is a count of the amount of the particular activity that will be delivered. Eg: By 30 June 2018, we intend to increase our reading material about minimalism to meet current demand).

a) What are your **project goals** and how do you intend to measure them?

(Goals are broad programme deliverables such as X number of library members with the help of x number of people over x number of weeks. Describe how you will measure these – how will you collect the information or how will someone collect it on your behalf. Eg: We intend to increase our membership to XX number of people by the 30 June 2018. We will do this by being open XX hours per week, with a goal of increasing the number of items borrowed per member by 30 June 2018.)

6. Please complete this simple budget outline to show what the grant would fund, if successful. (Please attach quotes).

Project budget (Eg Reading Materials etc)	Council funding sought	Other funding for project	Total
TOTAL			

6. What other funding are you applying for?

Organisation	Amount requested	Result Date

7. Briefly describe any voluntary effort and/or donated material provided for this project

Voluntary Effort	Donated Material

8. What will happen to the project if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?

Completing your application

To ensure that your application is complete, please check that you have attached the following

Quotes for the project costs

Confirmation of bank account details (Eg. Pre-printed bank slip)

Certificate of Incorporation (if applicable)

Declaration *This must be completed by a Contact Person listed.*

I/We hereby declare that the information supplied here on behalf of myself /our organisation, to the best of my/our knowledge, is true and correct and that I/we have the authority to make this application on behalf of our group (if applicable).

I/We hereby declare that we have a Health and Safety Plan in place for the project.

I/We consent to Ashburton District Council collecting the personal contact details provided above, retaining and using these details for the purpose of review of the Community Infrastructure Grant Scheme. I/We acknowledge my/our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

I/We understand that my/our project details may be used for promotion of the Community Library Grant Scheme and that I/we will be contacted if Ashburton District Council wishes to use these.

I/We have read the scheme criteria and attached the relevant requested information

I/We understand that the funds received as a result of this application may only be used for the purpose in which they were granted and that a project report form with supporting invoices must be submitted to Ashburton District Council on completion of the project.

Name: _____ Date: _____

Signature: _____
(if completing electronically either insert digital signature or simply enter your name)

Applications close 5pm on Tuesday 28 February, 2017

Electronic applications are welcomed and can be **emailed to** info@adc.govt.nz

Alternately please **drop a copy** at the Council office on 5 Baring Square West, Ashburton

Or **Mail to:**
Community Grants
Ashburton District Council
PO Box 94
Ashburton 7740

PH: 03 307 7700