

# ***NATURAL & BUILT ENVIRONMENT***

## ***Community Infrastructure Grant***

### **SCHEME CRITERIA 2017/18**

Please read this information prior to completing your application.

#### **1. Introduction**

Ashburton District has community facilities throughout the district that play an integral role in resident's quality of life. Maintaining this level of community infrastructure is important for the vitality of the district's communities and residents' sense of place and belonging.

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

#### **2. Purpose**

The purpose of the Community Infrastructure Grant Scheme is to assist projects that maintain and/or enhance community amenities in Ashburton District.

#### **3. Grant Eligibility**

All Community Infrastructure projects **must** meet the following criteria:

- Be for a community facility located in the Ashburton District (please refer to Appendix 1 for a list of eligible infrastructure).
- Be for the development or maintenance of infrastructure available for community use.

#### **4. Assessment Considerations**

Council will consider the following

- The contribution that the proposed work will make to the usability of the facility.
- The number of users of the facility per annum.
- Accessibility of the facility to the general public.
- The community contribution to the project (including volunteers, in-kind work or materials and financial support).
- The urgency of the work required.
- 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 Infrastructure 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 Infrastructure Grant Funding:

- Retrospective works, except in exceptional circumstances such as a natural disaster.
- 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 Infrastructure Grant is available through a single contestable process held in February of each financial year.

## Appendix 1 – Eligible Infrastructure

### MEMORIAL HALLS

Laghmor/Westerfield Memorial Hall	Mt Hutt Memorial Hall	Rakaia Memorial Hall
Mayfield Memorial Hall	Mt Somers Memorial Hall	Tinwald Memorial Hall

### COMMUNITY HALLS

Alford Forest	Flemington	Pendarves
Ashburton Centennial Sports Hall	Greenstreet	Rokeby
Barrhill	Highbank	Ruapuna
Carew	Hinds	Seafield
Chertsey	Lauriston	Staveley
Dorie	Lowcliffe/Coldstream	Wakanui
Ealing	Lyndhurst	Willowby
Effleton	Lynnford	Winchmore
Fairton	Maronan	Ruapuna

### RESERVE BOARDS

Alford Forest	Methven	Highbank
Chertsey	Mt Somers	Hinds
Dorie	Pendarves	Lynnford
Ealing	Rakaia	Maronan
Ashburton Forks / Green Street	Ruapuna	Mayfield
Tinwald	Seafield	

### COMMUNITY POOLS

Council recognises that for smaller communities the local swimming pool is an important asset that enables more people to access aquatic facilities. To be eligible for funding from this scheme, the swimming pool must be accessible to the community.

Priority will be given to the following:

- Applications from swimming pools that are 2 or more kilometres away from a Council funded facility (EA Networks Centre, Tinwald Community Pool).
- Applications from swimming pools that are 2 or more kilometres away from a community pool on reserve land, as listed below.
- The community pools in the table below are eligible to apply for funding.

Hinds Community Pool	Methven Community Pool	Ruapuna Community Pool
Mayfield Community Pool	Rakaia Community Pool	Mt Somers Community Pool

# NATURAL & BUILT ENVIRONMENT

## Community Infrastructure 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?)

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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: An engineering assessment of the community swimming pool has found that maintenance and repairs of the water treatment system is overdue. As paint flakes have been found in the system a repaint of the pool this year will complement the maintenance work).

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b) What is the background and/or context of the problem or opportunity?  
(What has been done before? What else is happening?)

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

Community Hall or Memorial Hall  
(refer to criteria for eligible halls)

Community-based swimming pool  
(refer to criteria for eligible swimming pools)

Facilities on reserve land administered by a Reserve Board (refer to criteria for eligible Reserve Boards)

### 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.)

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### 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 re-paint the community swimming pool for the benefit of the users in the local community).

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### 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: Before the end of 2015, we intend to prime and re-paint the entire swimming pool – Xm<sup>2</sup>).

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

(Goals are broad programme deliverables such as X amount of community pool re-painted 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 involve 30 volunteers to remove all existing paint, prime and re-paint the entire pool over a weekend.)

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

<b>Project budget</b> (Eg Materials, Tradesman costs etc)	<b>Council funding sought</b>	<b>Other funding for project</b>	<b>Total</b>
<b>TOTAL</b>			

6. What other funding are you applying for?

<b>Organisation</b>	<b>Amount requested</b>	<b>Result Date</b>

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

<b>Voluntary Effort</b>	<b>Donated Material</b>

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?

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## 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)

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**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 Infrastructure 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 receipts 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)

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**Applications close 5pm on Tuesday 28 February, 2017**

Electronic applications are welcomed and can be **emailed to** [info@adc.govt.nz](mailto: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