

# Arts & Culture

## Community Library Grant

### Scheme Criteria 2019-20

*Please read this information prior to completing your application.*

#### Introduction

Ashburton District has a number of independently operated community libraries throughout the district that play an integral role in residents' 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.

#### Purpose

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

#### 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 and/or preservation of new reading material available for community use.

#### Assessment Considerations

Council will consider the following:

- The number of users/members of the library.
- Accessibility of the facility to the general public (e.g. 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.

#### Funding

The maximum individual grant available is \$5,000. The payment will be made directly to the libraries for their purchase and/or preservation of new reading material available for community use.

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

## 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.

## 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).

## 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.

## Disclaimer

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

## 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

For office use only	#
Application received	
Funds requested	
Funds allocated	

**Organisation**

Methven Community Library

Mt Somers Community Library

Rakaia Community Library

**Postal address**

**Contact person 1**

**Email address**

**Phone (daytime)**

**Contact person 2**

**Email address**

**Phone (daytime)**

**Organisation details**

Number of users: Children

Adults

Opening days / hours:

# Financial Information

1. Please complete this simple budget outline to show what the grant would fund if successful.

<b>Project budget</b> <i>E.g., Magazine subscriptions, children's non-fiction etc.</i>	<b>Council funding sought</b>	<b>Other funding sought</b>	<b>Total</b>
<b>TOTAL</b>			

2. Are you applying to any other organisations for funding for the preservation and/or purchase of new reading material?

<b>Organisation</b>	<b>Amount requested</b>	<b>Date results known</b>

3. Briefly describe any related voluntary effort and/or donated material provided.

<b>Voluntary effort</b>	<b>Donated material</b>

4. What will happen 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:

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

**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**

**Signature / electronic signature**

**Date**

Applications close 5pm on Thursday 28<sup>th</sup> February, 2019

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