

# Community Development Community Project Grant Scheme Criteria 2019-20

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

## Introduction

Ashburton District has a range of non-profit groups and organisations that play an integral role in resident's quality of life through the projects and initiatives that they lead.

Council recognises the importance of community projects to the district and the shared responsibility it has with the community to ensure there are opportunities for community projects to advance. Council provides annual Community Project Grants through a single grant application process held in February of each financial year.

## Purpose

The purpose of the Community Project Grant Scheme is to assist projects that maintain and/or enhance residents' quality of life in the Ashburton District.

## Grant Eligibility

All Community Projects **must** meet the following criteria:

- Be located in the Ashburton District.
- Be available to the wider community.
- Be organised by a non-profit organisation.

## Assessment Considerations

Council will consider the following:

- The contribution that the project will make to the community.
- The proposed number of people who will benefit from the project.
- Accessibility of the project to the general public.
- 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 and can be no more than 50% of the total project cost.

The applicant's 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.

## Applicant Eligibility

Applicants must be:

- From a non-profit organisation / group.
- Based in the Ashburton District.
- Applications from a national organisation must be made from the local branch of that organisation.
- Individuals, schools and service groups (whose primary purpose is to raise funds in the community) are **ineligible**.
- Applicants must have a health and safety plan for the stated project.
- Applications will only be accepted on the **completed** Community Project 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 Project grant funding:

- Retrospective community projects.
- Salaries or wages.
- Any form of insurance.
- Equipment hire.
- Operating costs (including power, water, phones, ticketing, IT charges).
- The hosting of a regional or national tournament or event.
- Prize money or sponsorship.
- Travel costs.

## Funding Agreement

Successful applicants must complete and return an 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 Project Grant is available through a single contestable process held in February of each financial year.

# Community Development Community Project Grant

## Application Form

| For office use only  | # |
|----------------------|---|
| Application received |   |
| Funds requested      |   |
| Funds allocated      |   |

### Organisation name

### 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

## About the project / programme

1. Describe your project / programme.

*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.*

2. Why is the project / programme required, and what evidence do you have of this?

3. What has been done before? Or what else is happening in the district to address the problem or opportunity?

4. Who will mainly benefit from your project / programme?  
*Specific people, approximate numbers.*

5. What is the main **outcome(s)** your project / programme will achieve?  
*How will the community be better off as a result of this project? What is the overall improvement you are aiming for? The outcome should be written as a simple, clear and concise statement that describes the intended result to be achieved. Eg: XX number of people will participate in evening training courses over XX weeks.*

a) How will you measure your success, and what data will you use?  
*E.g. Participation numbers, feedback forms, number of people who sign up for the next round of training etc.*

## Financial information

6. Please complete this simple budget outline to show project costs and what the grant would fund, if successful.

| <b>Project budget</b><br><i>(E.g., tutor fees, tradesmen etc)</i> | <b>Council funding sought</b> | <b>Other funding for project</b> | <b>Total</b> |
|---|-------------------------------|----------------------------------|--------------|
|   |                               |                                  |              |
|   |                               |                                  |              |
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|   |                               |                                  |              |
|   |                               |                                  |              |
| <b>TOTAL</b>  |                               |                                  |              |

7. What other funding are you applying for, for this project?

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

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

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

9. 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 (E.g. 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 / programme.

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 Economic Development and Event Funding. 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/programme details may be used for promotion of the Economic Development and Event Funding and that I/we will be contacted if Ashburton District Council wishes to use these.

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 report form with supporting invoices must be submitted to Ashburton District Council on completion of the project / programme.

**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