

MAJOR GRANTS

Social

Application Guidelines

2010 - 2013

For further information and/or completed applications to:

Peter Grey
Palmerston North City Council
Phone: 06 356 8199 (extn: 7753)
Email: peter.grey@pncc.govt.nz

Palmerston North City Council's Vision and Goals

Our Vision:

Palmerston North is recognised as a vibrant, caring, creative and sustainable city.

City Goals:

Palmerston North is a city where people want to live because of its easy lifestyle and its many social, economic and leisure opportunities.

Palmerston North is a leading city in the quest to become environmentally sustainable.

Palmerston North is a city which attracts, fosters and retains businesses because of the creativity and innovation of its education, research and knowledge base.

Funding Support to External Organisations

Palmerston North City Council recognises the expertise, commitment and relationships that exist in the community.

The Council seeks to build on those existing and potential areas of excellence in Palmerston North that make the City a great place to live, work and play. Funding is one way to make this happen.

Funding to external organisations supports six primary purposes. These purposes set out the general objectives against which funding decisions will be made by Council. They are:

1. to support the establishment and development of new projects or activities that benefit the community of Palmerston North
2. to support and boost existing economic development, growth and attractiveness of the City to visitors and potential migrants
3. to support and develop both new and existing leisure, arts and cultural activities available to people in the City
4. to support the ongoing development of both new and existing not- for- profit organisations that provide local solutions to local problems
5. to ensure the sustainable development of a growing City
6. to supplement but not replace other external funding sources.

Section 1: Palmerston North City Council Major Grants Funding Guidelines

Introduction

A grant is a contribution to a not-for-profit organisation which recognises and supports that organisation's broad objectives. These objectives should align to Council's Vision and Goals, and link to the four well-beings under the Local Government Act 2002. Palmerston North City Council's Major Grants Fund targets both the Social and Leisure, Arts and Culture sectors, and is designed to contribute to the successful applicant's ongoing expenses; such as rent, salaries and/or every day administration costs.

The assessment and allocation process will be undertaken, on behalf of Council, by an independent, community based panel. Part of the assessment process will require applicants to participate in an interview with the panel.

Council will negotiate a Funding Agreement with the successful applicant. This agreement will allow the organisation and the Council to establish the specific responsibilities that both parties will undertake to fulfil, and will be jointly negotiated. This will allow the Council and the organisation to fulfil their respective monitoring and reporting duties during the term of the agreement without undue red tape or the misalignment of expectations between both parties.

Step 1: Criteria

The first step in the application process is to look at the criteria for the Major Grants Fund. There is a copy with these guidelines under Section 2. Before spending time on an application you should ensure that your organisation meets the general criteria, and decide if you are applying under the Social or Leisure, Arts and Culture category.

Step 2: Amount

When considering your application the thing to take into account is the amount of funding that you will be applying for. There are two levels to the Major Grants Fund. They are

- \$5000 to \$30,000 (excluding GST);
- Over \$30,000 (excluding GST).

This is important because each level has different requirements, and these requirements become more time intensive and complex for larger application amounts. This is because a higher level of accountability will be required by the Council for larger sums of money. Therefore it is important that your organisation applies for funding that is consistent with its capacity. Take a look at the check lists with these guidelines under Section 3.

Step 3: Assessment

The next five sections are designed so that the Funding Allocation Panel can better understand your organisation's:

- Compliance (legal status of your organisation);
- Capacity (ability of organisation/project to deliver outcomes);
- Viability (Good planning and solid foundations);
- Relevance (There is a need for it);
- Impact (It has a wide ranging or significant benefit);
- Direction and goals (alignment with Council policy and the Community Outcomes).

- Sustainable service delivery/ outcomes.

Section A: Contacts

This section provides Council with the key contact people in your organisation. If an organisation is applying for a large amount of funding, Council expects that organisation to have corresponding administrative capacity; and if you are applying for over \$30,000 your organisation will be expected to have both a managerial and governance structure.

Section B: Eligibility

This section requires information relating to your organisation's legal status and financial operations. You will be required to provide proof of status and your financial records.

Section C: Service Delivery

This section will ask you for information about the service and/or programmes that your organisation delivers to the community of Palmerston North, and is the most complex section. Information required about your organisation will be related to the following:

- your aims;
- your partners/networks;
- your target clientele;
- your primary location;
- your methods of communicating your service to the community;
- your outcomes and purpose;
- you will also be expected to show how your organisation contributes to the Community Outcomes for Palmerston North, and that there is a need in the community for your service.

You will be expected to have planned your service delivery out for at least three years, and you will be expected to provide a budget for each of the three years and level of detail commensurate with the amount of funding that you are applying for.

You should also note that any policies, plans, strategies, and evaluations that your organisation has that describe any of the above can be attached in part or in whole to strengthen your application.

Section D: Structure of Organisation

This section asks for information about how your organisation operates, your past experience in service delivery and who is in your organisation. This section also asks for referees that are willing to speak objectively about your organisation and its capacity to deliver what you say you will.

Section E: Declaration and Conditions

This section describes the conditions around funding and seeks signatories that attest to the truth of the information contained within the application.

Section 2: Social Major Grants Fund: Criteria

The applicant should be:

- a Palmerston North-based community organisation; or an organisation whose core clientele or project is based in Palmerston North;
- a legally incorporated society or charitable trust that is registered with the Charities Commission;
- or, a partnership between organisations for the delivery of services or a project, but with one organisation, fitting the above criteria, acting as the lead agency and applicant.

The applicant should demonstrate that the service it provides is:

- an ongoing service to the community;
- available to a wide variety of users or the target user group;
- of benefit to Palmerston North;
- able to receive funding from other sources;
- demonstrably necessary to the community;
- not duplicated locally;
- has sound direction, planning, and sustainability.

To be a successful applicant the organisation should also demonstrate how it achieves one or more of the following:

- targets an area of identified community need/ gap in services; (covering sectors/ population groups that are currently not provided with Council assistance)
- increases the wellbeing and health opportunities of the City;
- improves access to information, education and learning opportunities;
- fosters cultural diversity and/or bi-culturalism;
- encourages the sustainable growth of the City;
- improves the safety of the community;
- promotes a sense of belonging and pride in the City.

If your organisation is applying for \$30,000 pa or over in funding or receives \$30,000 pa or over in funding, you must also show evidence of matching funds. This criterion excludes all fees for service and Coordinating Services. It applies ONLY to grants, rental support and rates support under the Major Funding Agreements. Matching funds must:

- match or exceed Council funding;
- matching funding must come from sources other than other Council funds.

Funding Cap

Funding for services under \$5,000 will not be considered as Major Grants because this is a matter for consideration under the PNCC Community Development Small Grants administered through the Palmerston North Community Services Council.

Priority Sectors

The following priority sectors have been identified by Council for this funding round. These are not listed in any value based order.

- Low Income/ Poverty

- Youth
- Maori and Pasifika
- Ethnic/ Diversity
- Health and Disability
- Housing- emergency accommodation and advocacy
- Safety
- Employment and Training- includes community based learning.
- Older Persons

Applicants can apply for operating expenses/ overheads associated with their service or project delivery including salaries, rental and rates support.

The following will **not** be considered for funding:

- individuals;
- applications solely for new, one-off projects that have a finite life;
- debt repayment or refinancing of existing loans;
- overseas travel;
- medical expenses, operations or treatment either here or overseas;
- capital investment or trust funds;
- service objectives that are primarily of a religious or political nature;
- service that is of a purely commercial nature;
- major capital expenditure, such as building maintenance and upgrades and/or purchase of land;
- retrospective costs for programmes or services that have already taken place.

If applying for rental or rates support the following will **also** be ineligible:

- any subsidisation of a private residence;
- any infrastructure/space used primarily for profit-making purposes.

Distribution

The funds are reviewed in three yearly cycles when applications are received for new funding rounds. All Funding Agreements are for a maximum of three years but organisations may reapply in the next funding round.

Allocation Process

The applications will be assessed and funds distributed through independent community- based funding panels. These 5 member panels are selected based on each panellist's knowledge, standing and impartiality, and to operate within rules governing conflict of interest.

Part of the allocation decision-making will include an interview with all eligible applicants.

The panels will make decisions on an application by assessing:

- whether the application complies with the fund guidelines;
- to what extent the organisation contributes to the Community Outcomes for Palmerston North;
- whether the application is aligned with Council direction as identified in the Council vision and goals;
- past compliance of the organisation with Council conditions; (if appropriate or if organisation has a history with Council)
- the extent to which the organisation has raised financial support from other organisations or fundraising activities;

- evidence of collaboration and partnerships with other relevant organisations and agencies;
- the level of duplication of the service in the community;
- the organisations compliance with relevant legal and legislative requirements;
- the organisation's ability to successfully deliver its services and/or projects.

Reporting

If an organisation is receiving **\$30,000 or more** in **total funding** (the total of rental and rates support and funds) from Council it is required to report twice during the year, 6 and 12 monthly, as follows:

12 month reporting

- Speak if requested to a 12 month report (sent to Council by July 31) covering 1 July to 30 June financial year,
- A three-year business plan (outlining your organisation's strategic direction and key performance indicators required once every three years.)
- A copy of annual audited statement of accounts

6 month reporting

- Speak if requested to a 6-month report (sent to Council by January 31) covering 1 July to 31 December period.

If an organisation is receiving under **\$30,000** in total funding from Council, the organisation is required to provide Council with a written annual report, as per funding agreement, covering 1 July to 30 June financial year. An organisation may also be requested to appear in person before a reporting committee to speak to their report.

Application Form

For an application form: <http://www.pncc.govt.nz/> or contact Palmerston North City Council.
Phone: 356 8199