COMMUNITY-LED INITIATIVES FUND

GUIDELINES

1. The purpose of the fund

To provide communities with the resources to deliver their own small-scale community-led initiatives, including events and projects, that will primarily benefit Palmerston North communities of identity, place, or interest.

This fund is to support initiatives provided by the community for the community. It gives Council flexibility to support community-led initiatives as they emerge.

2. Fund priorities

Initiatives that demonstrate the following criteria will be prioritised:

- **Community outcomes:** the initiative provides outcomes which contribute to achieving Goals 2, 3 or 4 of Council's [Strategic direction (pncc.govt.nz).](pncc.govt.nz)
- **Priority communities:** activities are delivered by and/or will primarily benefit the following communities:
  - Māori;
  - Pasifika;
  - Ethnic communities;
  - People of refugee background;
  - People with disabilities;
  - Children and young people;
  - Older people; or
  - Rainbow communities.
- **Local focus:** activities must take place within Palmerston North City boundaries, or the applicant must be able to clearly demonstrate benefit to Palmerston North residents.
- **Collaboration:** initiatives which can demonstrate partnerships or connections with other relevant groups. This includes exploring other complementary funding sources, such as fundraising, sponsorship, other grants, volunteer effort and donations.
- **Appropriate scale:** the fund is not intended to support large-scale events or projects that require significant levels of support. The funding advisor can provide advice on funding opportunities for these types of initiatives.
- **Open** to the public (i.e. no private parties or activities)
- **New and unique project** ideas which will help achieve something that might not have been achieved otherwise.
- **Events** funded are to be of a celebratory, educational, competitive, commemorative or exhibitive nature. The fund is not intended to support events where the primary outcome is in arts or sports.

3. Application criteria

- **Deadlines:** organisers should apply at least two months prior to the date of the event. Applications received less than two months prior may be declined. Event costs cannot be funded retrospectively.

- ▷ **Healthy community:** to receive the support of Council events must be publicised as smoke free. Events must also have a sun smart policy and a waste management plan which is aimed toward a zero or low-waste event. Events should include the promotion of healthy food and beverage options.
- ▷ **Timeframe:** the initiative must take place (or commence, if it is a project) within a year. An applicant may re-apply for the same initiative the following year, but there are no guarantees that an initiative will receive funding in subsequent years.
- ▷ **Planning:** all aspects of the initiative should be well planned, and the organisers should be able to prove they are able to deliver what is planned.
- ▷ **Health and safety:** The application should include information on how the initiative will comply with relevant health and safety requirements, including any Covid restrictions.
- ▷ **Marketing:** The application should include information on how the organisers will attract the intended audience to attend or participate in the initiative.
- ▷ **Measurement:** The application should indicate how the success of the initiative will be measured. This will form part of the report submitted after the initiative has been implemented.

4. Who can apply

Open to local communities and for-purpose organisations based in Palmerston North who have planned an initiative and are looking for funding to deliver it.

Applications must be made by a formal for-purpose organisation, such as a charitable trust, incorporated society, or social enterprise.

It is the Council's policy not to pay grants directly to unregistered groups without an umbrella organisation. An umbrella organisation is an established organisation that is willing to oversee and monitor the use of grants made to unregistered groups.

The roles and responsibilities of an umbrella organisation are:

- ▷ To receive and hold the grant on behalf of a successful applicant.
- ▷ To pay out the funds as required by the successful applicant
- ▷ To pay out the funds in line with the purpose of the initiative for which funding was awarded.
- ▷ To endorse accountability reports on the initiative.
- ▷ To repay any unspent funds to the Palmerston North City Council.

The responsibilities of the successful applicant operating under an umbrella organisation are:

- ▷ To keep the umbrella organisation informed of the status of the initiative.
- ▷ To provide the umbrella organisation with access to the initiative if requested
- ▷ To provide the umbrella organisation with appropriate accountability forms for endorsement prior to submitting to the Palmerston North City Council.

5. Types of costs

The types of costs we will fund include:

▷ Wages/administration costs relating specifically to the initiative
▷ Materials and hiring equipment
▷ Venue costs
▷ Marketing and promotion costs
▷ Food and beverage

The types of costs ineligible for funding include:

▷ Facility development or funding for capital works (e.g. the cost of buildings or items necessary to operate the facility)
▷ Elimination of accumulated debt or debt servicing, bridging loans
▷ Retrospective project costs
▷ 'Business as usual' ongoing administration costs
▷ Prizes, prize money, trophies and awards
▷ Activities conducted primarily for fundraising or commercial gain
▷ Activities conducted primarily for promoting religious or political purposes
▷ Groups that have received other funding from Council for the same initiative
▷ Legal expenses
▷ Medical expenses
▷ Public services that are the responsibility of central government (e.g. core education, primary health care)
▷ Purchase of alcohol

Lower priority costs (benefit for Palmerston North communities will need to be clearly demonstrated):

▷ Uniforms/costumes/t-shirts
▷ Travel and accommodation

6. Funds available

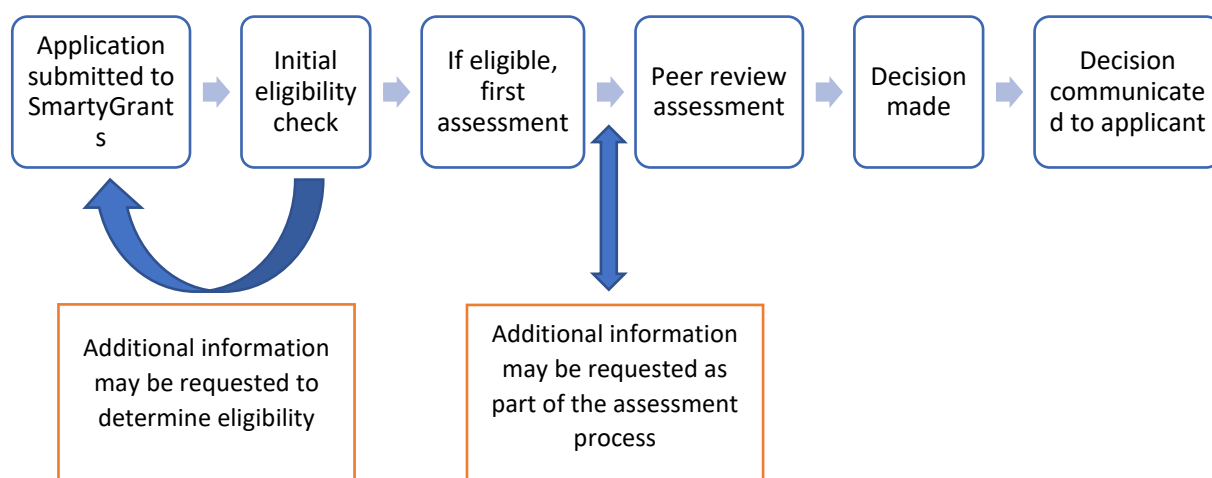The amount of funding available is determined each year as part of the Council's Annual Budget process.

The fund will be open all year round until it is fully allocated. The average grant range is $500 - $10,000.

7. Assessment process

Applications must be submitted online via the SmartyGrants form. There is no cost to apply.

For help accessing the application form, applicants should contact communityfunding@pncc.govt.nz or 06 356 8199.

The assessment and allocation of funds is carried out by Council officers according to the process above.

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│ Application  │    │   Initial    │    │ If eligible, │    │ Peer review  │    │  Decision    │    │  Decision    │
│ submitted to │ →  │ eligibility  │ →  │    first     │ →  │ assessment   │ →  │    made      │ →  │ communicate  │
│ SmartyGrant  │    │   check      │    │  assessment  │    │              │    │              │    │ d to applicant│
│      s       │    │              │    │              │    │              │    │              │    │              │
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| Additional information may be requested to determine eligibility | Additional information may be requested as part of the assessment process |

Decisions usually take two-four weeks. Final funding decisions are at the discretion of Council officers.

Council provides funding in the form of a grant. Funding will be subject to a letter of agreement or contract, depending upon the size of grant allocated.

Payment of allocated funds will be made when the applicant submits an invoice for the granted amount. Applicants will be provided with a purchase order number which should be included on the invoice. If it is the first payment the applicant has received from Council, a deposit slip or screenshot (in PDF/Word format) of the bank account details, including the bank logo and a contact phone number, should also be supplied.

We ask that the successful recipients positively acknowledge the support of the Palmerston North City Council in all relevant media and promotional activities, including the incorporation of Council's logo in line with the provided identity guidelines.

All recipients are required to submit a report after the initiative has been delivered detailing the result and actual budget. You will be asked to submit your report by logging into SmartyGrants and filling out the template. This report will be due two-months after your initiative is completed.

8. Council policies for events

Council has policies to help ensure funded events are safe and healthy for our communities. Please review the following policies and ensure your event complies, where relevant:

healthy-beverage-policy-2017.pdf (pncc.govt.nz)

Sun protection policy – PNCC

auahi-kore-smokefree-and-vapefree-policy-2020.pdf (pncc.govt.nz)