

Celebrating Communities Fund (CCF) Guidelines

**PLEASE READ CAREFULLY BEFORE COMPLETING THE
APPLICATION FORM**

For questions or assistance please contact:

Rebecca Hofmann
Palmerston North City Council
Phone: 06 356 8199
Email: communityfunding@pncc.govt.nz

BACKGROUND INFORMATION FOR THE CELEBRATING COMMUNITIES FUND (CCF)

1. THE PURPOSE OF THE FUND

The purpose of the Celebrating Communities Fund (CCF) is to support the development of events in Palmerston North that contribute significantly to the following outcomes:

Geographic communities are able to celebrate their strengths and share them with the city

Communities of interest are able to celebrate their strengths and share them with the city.

Events are defined as gatherings of a celebratory, educational, competitive, commemorative or exhibitive nature. Events should be locally significant, of special interest to the people of Palmerston North, and enhance community well-being. The CCF is not intended to support large-scale events, or events where the primary outcome is in arts or sports.

2. CELEBRATING COMMUNITIES FUND CRITERIA

Proposals must demonstrate the following:

Local focus: the event must take place within Palmerston North City or, if outside the City boundaries, the events must significantly contribute to the purpose of the CCF in Palmerston North.

Collaboration: you should provide evidence that you have investigated potential partnerships with other groups. We would also like to see you exploring other funding sources. The value of volunteer effort and donated materials will be considered as part of that contribution.

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. Large-scale events should apply 6 to 12 months in advance. 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: events may be repeated on a cyclical basis (eg annually) but cannot be regularly scheduled (eg weekly cultural activity classes). An applicant can re-apply for the same event the following year. There are no guarantees that an event will receive funding in consecutive years.

Scale: the CCF is not intended to support large-scale events that require significant levels of support. The scheme administrator can provide advice on funding opportunities for these types of events.

Planning: all aspects of the event should be well planned, and the organisers should have proven events track record.

3. INELIGIBILITY

The types of events ineligible for funding include:

- events that have no community benefit to Palmerston North
- events solely run for commercial purposes
- events where the main purpose is to fundraise
- events promoting religious or political purposes
- events that have received money from other Council funds towards this it.

The types of costs ineligible for funding include:

- facility development or funding for capital works (eg the cost of buildings or items necessary to operate the facility)
- elimination of accumulated debt or debt servicing
- bridging loans
- ongoing administration costs that are not related to a specific event
- salaries for ongoing administration and services
- prize monies
- feasibility studies
- uniforms/costumes/t-shirts
- retrospective project costs ie for events that have already occurred before the decision-making process is completed.

4. APPLICANT STATUS

To apply for CCF funding you must be a formal organisation, such as a trust or educational institution, or an unregistered community group with a commitment from an umbrella organisation.

It is the Council's policy not to pay grants directly to unregistered groups. An umbrella organisation is an established organisation that is willing to oversee and monitor the use of grants made to unregistered groups.

5. ROLES & RESPONSIBILITIES OF AN UMBRELLA ORGANISATION

The umbrella organisation should be an organisation whose goals and objectives are similar to those of the group seeking funding. An umbrella organisation will receive funds on behalf of the group concerned, monitor the grant use, and endorse accountability forms on the project.

The grant applicant should seek consent from an appropriate organisation to oversee the project. A copy of the consent form is included in the CCF application form.

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 project for which funding was awarded.
- To endorse accountability reports on the project.
- 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 project.
- To provide the umbrella organisation with access to the project if requested.

- To provide the umbrella organisation with appropriate accountability forms for endorsement prior to submitting to the Palmerston North City Council.

6. FUNDS AVAILABLE

The funding available is determined each year as part of the Council's Annual Budget process. For the 2017-18 financial year there is \$97,000 available.

The average Celebrating Communities Fund grant is \$3,900, with grants generally ranging from \$500 to \$10,000.

The fund opens on 1 July 2017 and closes when this sum is fully allocated. The maximum funds an applicant can receive is \$20,000 per year.

7. ALLOCATION PROCESS

Assessment and allocation of funds is carried out by a panel of Council officers. The panel may seek advice on aspects of the application from independent experts.

CCF panel members must declare their interest in any application they, or members of their family, are associated with or have an interest in. They must remove themselves from discussion and decision making on that application.

Applicants are also required to advise the status of the group seeking funding and to declare any conflicts of interest.

Final funding decisions are at the discretion of the Council.

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.

Appendix: Example Budget

EXPENDITURE (EXAMPLE)			
Item/activity	Amount	Tick if you are asking the PNCC to pay for this item	Quote attached? (For items over \$1,000)
Professional Wages/Fees	\$500		
Event Co-ordinator's Wages/Fees	\$500	✓	
Travelling Expenses	\$100		
Equipment Hire	\$1,000		
Performers Fees & Accommodation	\$700		
Venue Hire	\$2,500	✓	✓
Stage Hire, Lighting and Sound	\$2,000		
Recycling and Waste Minimisation	\$750	✓	
Advertising and Publicity	\$900		
Office Expenses & Printing	\$400		
Security	\$100	✓	
In Kind Support (Note: Must have a corresponding entry in the income table)			
Volunteer workers: 80 hrs @ \$15 p/hr	\$1,200		
First Aid	\$200		
Marquee Use	\$1,000		
Trailer Use	\$150		
TOTAL PROJECT COST	\$12,000		

INCOME (EXAMPLE)	
Source of income	Amount
Earned Revenue	
Ticket Sales	\$1,200
Raffle Tickets	\$500
Stall Fees	\$500
Sale of Publications	\$200
Sponsorship - Sponsor A	\$500
Sponsorship - Sponsor B	\$500
Donations	\$200
Cash Contribution from Organisation (savings)	\$1,000
In Kind Support (Note: Must have a corresponding entry in the expenditure table)	
Volunteer workers: 80 hrs @ \$15 p/hr	\$1,200
First Aid	\$200
Marquee Use	\$1,000
Trailer Use	\$150
Other Funding (Please note if this funding is yet to be confirmed)	
Lion Foundation (confirmed)	\$1,000
Amount Requested from Palmerston North City Council (unconfirmed)	\$3,850
TOTAL FUNDS AVAILABLE (Note: this amount should match the Total Project Cost in the expenditure table)	\$12,000