

# Local Initiatives Fund (LIF)

## Guidelines for 2018-2019

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

For questions or assistance please contact:

Pascal Francois  
Palmerston North City Council  
Phone: 06 351 4100  
Email: [pascal.francois@pncc.govt.nz](mailto:pascal.francois@pncc.govt.nz)

# BACKGROUND INFORMATION FOR THE LOCAL INITIATIVES FUND (LIF)

## 1. THE PURPOSE OF THE FUND

Without funding it can be difficult for a new not-for-profit group to emerge, or for an existing organisation to get a good idea off the ground. The purpose of this grants programme is to provide an opportunity for new initiatives to develop, after which time they are in a better position to seek long-term funding elsewhere. Initiatives must be unique, innovative and address an issue of community of concern in Palmerston North: see the [Community Funding Policy 2018](#).

Through this grants programme the proposed new initiatives will clearly contribute towards the priorities outlined in the [Connected Community Strategy](#), to achieve our goal of a connected and safe community.

The priorities are:

- Priority 1: Develop, provide and advocate for services and facilities that create a connected, welcoming and inclusive community.
- Priority 2: Ensure the City has a healthy community where everyone has access to healthy, safe and affordable housing and neighbourhoods.
- Priority 3: Build community capacity to take ownership and encourage community leadership of solutions, including better coordination between community organisations and groups.
- Priority 4: Become a City where people feel safe and are safe.

The new initiative may be something that:

- increases satisfaction with the local environment by making it cleaner or more attractive
- increases the safety of local residents by helping to reduce the impact of crime or the likelihood of offending
- helps to raise the confidence, skills and self-esteem of local people
- promotes networking or partnership working between community groups and local businesses.

## 2. LOCAL INITIATIVES FUND CRITERIA

Proposals must demonstrate the following:

**Start up:** the fund will only support the creation of a new and unique community group or a new and unique activity that benefits the community.

**Uniqueness:** the project must be innovative. You can only gain funding for a project that is markedly different from those that Council already funds. Your project will need to achieve something that would not have been achieved otherwise.

**Local focus:** the project should benefit the wider community of Palmerston North and address an issue of community concern. The applicant must identify the community need that the project will meet.

**Relevance:** the project must have a direct link to the priorities outlined in the Connected Community Strategy, and contribute towards the goal of a connected and safe community.

**Timeframe:** the LIF can only fund a project for a maximum of two consecutive years. This is because the LIF aims to give groups a basis on which to seek long-term funding elsewhere. An applicant can apply for one year

initially but can re-apply for the same project the following year. There are no guarantees that the project will receive funding for the second year.

**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.

### 3. INELIGIBILITY

The types of projects ineligible for funding include:

- Debt servicing or repayment
- Legal expenses
- Activities that promote religious ministry or political purposes and causes
- Medical expenses
- Public services that are the responsibility of central government (e.g. core education, primary health care)
- Physical works – e.g. improvement to community buildings – that require consents or permits, prior to the necessary consents or permits being obtained (grants may be awarded in principle but funds will not be released until all conditions are satisfied)
- Purchase of alcohol.

In a competitive funding environment, the following may be a lower priority for funding:

- • Travel and accommodation outside Palmerston North, unless Council is convinced there will be a tangible benefit for Palmerston North communities
- • Retrospective costs (where the activity has already taken place), unless this is necessary as a condition of the grant or Council is satisfied there are other mitigating circumstances
- • Fundraising events or activities, especially where the beneficiary is a third party (e.g. charity events, sponsored walks), unless we determine the event has a wider community benefit beyond its primary purpose as a fundraiser.

### 4. APPLICANT STATUS

To apply for LIF funding you must be a formal organisation, such as a trust or social enterprise, 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 LIF 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 2018-19 financial year there is \$28,287 available.

## **7. ALLOCATION PROCESS**

A panel assesses the applications. The panel includes a councillor and two representatives from the community.

Decisions on whether to fund and how much to award will take account of the following:

- The viability of the proposed project, activity or service, including whether you have the capability, capacity and experience to deliver it
- The expected outcomes of the proposed project, activity or service
- How you will show that the grant has benefited the community
- Whether your outcomes align with Council's funding priorities.

LIF 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.