



GUIDELINES

LOCAL INITIATIVES FUND NOW OPEN

We are looking for unique initiatives that make a difference for our communities and enhance social connectedness and wellbeing.

Please read these guidelines carefully before submitting your application form.



For more info see
www.pncc.govt.nz

For advice contact Brooke Carter
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Have you got an idea?

We understand how important funding can be for new and even existing not-for-profit groups to turn their good ideas into reality.

The Local Initiatives Fund (LIF) exists to provide an opportunity for new initiatives to be developed. This funding will allow an initiative or idea to have a solid grounding, so that it can continue to grow, and even seek long-term funding through other opportunities.

We're looking for ideas that are unique, innovative and solve a problem or gap in our Palmerston North community.

Palmerston North City Council has a [Connected Community Strategy](#) to help us achieve our goal of a connected and safe community, and our [Community Funding Policy](#) helps us ensure that we're continually supporting our community groups.

There are four priorities in our Connected Community Strategy:

- **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.

Does your idea tick the boxes?

- Start up:** our idea will support the creation of a new and unique community group or activity that will benefit the community.
- Uniqueness:** our idea is markedly different from other ideas that Council funds and will help achieve something that might not have been achieved otherwise.
- Local focus:** our idea will benefit the wider community of Palmerston North and address a problem or gap in the community. **Tip: tell us what community need your idea will meet in your application.**
- Relevance:** our idea has a direct link to the priorities in Council's Connected Community Strategy and will contribute towards the goal of a connected and safe community.
- Timeframe:** our idea can be underway within a year. **Tip: the LIF can fund a project for a maximum of two consecutive years – you'll need to apply for one year initially and you can re-apply for the same project for a second year.**

- **Collaboration:** our idea has the potential to partner with other community groups.

Tip: show us that you've investigated possible partnerships and explore the idea of other funding sources.

The new initiative might be something that:

- increases satisfaction with the local environment by making it cleaner or more attractive.
- increases the safety of 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.

Who can't apply?

There are some types of projects that ineligible for this fund, including:

- 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); and
- Purchase of alcohol.

Funding can be highly competitive, so there are also some types of projects that may automatically qualify as lower priority:

- 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.

Are there any other criteria?

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.

Our Council policy means we can't pay grants directly to unregistered groups.

Tip: An umbrella organisation is an established organisation that is willing to oversee and monitor the use of grants made to unregistered groups.

What will my umbrella organisation need to do?

Your umbrella organisation should have goals and objectives similar to yours. Your umbrella organisation will receive the funds on your behalf, monitor how your grant is used, and be equally accountable for delivering your idea.

If you're an unregistered community group, you should ask consent from an appropriate organisation to oversee your project before you apply.

Tip: Make sure you have consent from your umbrella organisation before starting your application form.

Can your umbrella organisation:

- Receive and hold the grant on your behalf
- Pay out the funds as you need them
- Make sure that funds are being paid out in line with project needs
- Endorse accountability reports on the project
- Repay any unspent funds to Palmerston North City Council

Can you provide your umbrella organisation:

- Updates on the status of your project
- Access to your project if they request it
- The appropriate accountability forms for them to endorse before you submit your application

How do you decide who receives a grant?

All applications will be assessed by a panel made up of a Palmerston North City Councillor and two representatives from the community.

The panel will be assessing applications based on the following criteria:

- 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.

To ensure the process is fair and equal, the panel must also declare their interest in any application that they, or any members of their family, are associated or have interest in. If an interest is declared that member will remove themselves from the panel while discussion and decision-making is happening for that application.