

COMMUNITY DEVELOPMENT SMALL GRANTS

Applicants' Guide

www.tepuharakeke.org.nz

Applications close 31 May



TE PŪ HARAKEKE
Community Collective
Manawatū

PALMY™

COMMUNITY DEVELOPMENT SMALL GRANTS FUND

The Community Development Small Grants fund is made available by the Palmerston North City Council and is administered by Te Pū Harakeke—Community Collective Manawatū.

Purpose

To provide funding for essential administration expenses to enable local communities and for-purpose organisations to operate.

Eligibility

Open to local communities and for-purpose organisations, based in Palmerston North, and primarily providing a service, activity, or project to Palmerston North residents.

- **Local communities:** Local communities of identity interest, or place who have no formal legal structure. These groups must apply under the umbrella of a legal entity.
- **For-purpose organisations:** Charities, social enterprises ([see PNCC policy](#)), incorporated societies and other non-governmental organisations that deliver a public benefit and reinvest all surplus funds into achieving their goals. They should not impose unreasonable restrictions on membership or participation.

The following are not eligible to apply:

- Sports clubs, sports service providers or those who are primarily focused on sports initiatives
- Political parties
- Public sector entities
- Council controlled organisations
- Proposals which are primarily to promote religious ministry, political or fundraising purposes
- Programmes or activities which are the responsibility of central government (e.g. core education or healthcare).

Allocation amounts

A maximum of \$5,000 per successful applicant may be allocated (excluding GST).

We anticipate that this fund will be over-subscribed, and applicants are unlikely to receive the maximum allocation.

Support Priorities

Priority will be given to services, activities, or projects which:

- contribute to outcomes to achieve goal 2, 3 or 4 of Council's strategic direction:
 - [Goal 2](#): He tāone whakaihiihi, tapatapahi ana, a creative and exciting city
 - [Goal 3](#): He hāpori tūhonohono, he hāpori haumarū, a connected and safe community
 - [Goal 4](#): He tāone tautāiao, an eco-city
- do not receive other forms of operational funding and support from Council including rates remissions or community occupancy, and
- demonstrate a need for administration support:
 - Higher priority will be given to groups which fall within Tier 3 and Tier 4 of the [Charities Services reporting standards](#).
 - Lower priority will be given to groups which have two or more years of operating expenses in their operating reserves.

Essential administrative expenses include, but are not limited to:

- audit fees and/or financial review costs
- communication costs
- energy costs
- insurance – public liability and assets
- rent and venue hire
- stationery – printing, postage, photocopying
- volunteer expenses – including training, supervision, travel

The following expenses will not be covered:

- individual training expenses or on-going educational costs
- salaries, wages, or other employee expenses
- consumables such as food, toiletries, or cleaning supplies
- capital items such as furniture, equipment, or computers
- bank charges or fees
- membership subscriptions
- start-up projects
- activities covered by other PNCC funds
- any expenditure already incurred

GUIDELINES FOR APPLICANTS

Apply online at pncc.smartygrants.com.au/SGF24

Applicant Information

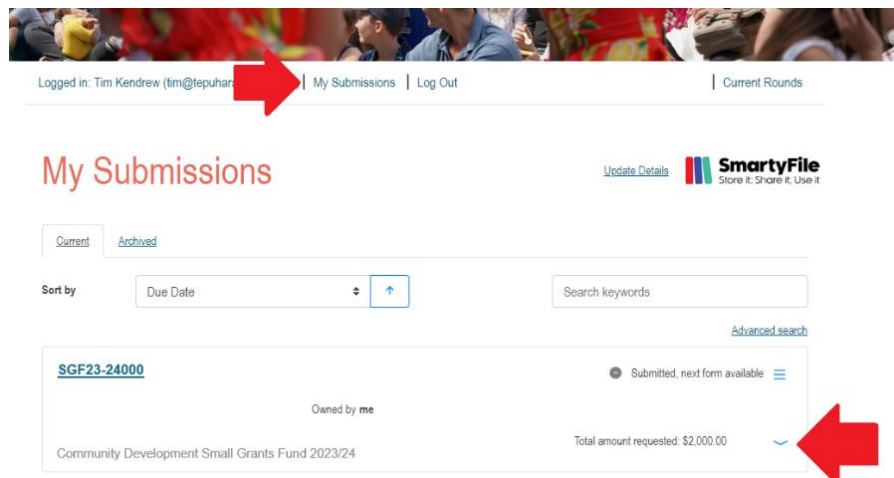
Please provide the legal name of your organisation and indicate whether this is the first time your organisation is applying for this grant.

Previous applications

If you have applied previously but have never been awarded a grant, please choose 'Yes' for the question 'Is this your first time applying?'

If you have received a grant previously, you must confirm that you have completed all outstanding accountability forms before proceeding. You can check this by logging into your SmartyGrants, going to 'My Submissions' and checking whether your SGF23-24 application has a grey icon that says "next form due".

To complete the form, click the drop-down arrow on the bottom right of the box.



Contact People

Please provide contact details of two individuals from your organisation who can answer questions about your application.

A member of the allocation panel may get in contact with you to seek further information. Your assessor will have several groups to consider so it will be helpful to return phone calls or emails promptly.

Please note that automatically generated emails from SmartyGrants will go to the email you log in with, not necessarily the email you put in the form. Please contact us if your login details need updating.

Legal Structure and Umbrella Organisations

Groups with no formal legal structure may apply for funding, provided you are able to nominate an umbrella organisation which has agreed to receive and administer the grant on their behalf – the umbrella organisation will be legally accountable to Council for the expenditure of the funding.

Please note that 'Charitable Trust' has a different and distinct meaning from 'registered charity'. Your organisation may be one or both of these, or neither.

Some of these questions may not be visible on your application, depending on whether your organisation has a formal legal structure.

Questions? Email smallgrants@tepuharakeke.org.nz

Fund Criteria

This fund is only available to groups based in Palmerston North or primarily delivering a service to Palmerston North residents. If you are not based in Palmerston North, you will be asked to outline how you will ensure funds are ring-fenced for projects or programmes in Palmerston North.

Groups which receive other operational support from the city council, including but not limited to rates remissions, occupancy of a council facility, or other funding are not disqualified from the Small Grants Fund, but this will be taken into consideration by the allocation panel when prioritising applications.

Please note that we are not expecting long answers in response to each of the following questions. You should aim for around 200 words or less for each question. They are designed to give us a picture of the work you are doing, but we recognise that these are not large grants, and do not want to make this application unduly onerous.

Please identify the Council funding priorities that your proposal will contribute towards.

- Goal 2: He tāone whakaihihi, tapatapahi ana a creative and exciting city
- Goal 3: He hapori tūhonohono, he hapori haumarua a connected and safe community
- Goal 4: He tāone tautaiāo, an eco-city

Please briefly describe your project, activity or service(s).

Please describe what this administrative funding will enable you to do or deliver (Note that this question is about your services and is not asking what specific items the funds will be spent on).

Please briefly describe the expected outcomes of this grant.

The outcomes refer to the results or impacts you want your programmes to achieve.

How does this grant align with the support priorities?

Briefly outline how your activities contribute to the City council goal/s identified above. More information about the City's [Strategic Goals is available online here](#).

Approximately how many people will the project, activity, or service benefit

This can be an estimate. Base this number on the number of clients you usually work with in one year. If you feel that you need to add additional context to this number, you can use the free text box at the end of this section.

Who will your project, activity, or service benefit?

Describe the people you work with, for example, their gender, ethnic community, age group or the suburb they are from. If you are working with people from all groups within a category, state this.

Expenditure

You can add or remove rows from the expenditure table by using the + – buttons on the right.

Please note that if your organisation is successful, the grant will be for 1 July 2023 – 30 June 2024 financial year.

These amounts should not exceed the amounts given for the relevant line in the annual budget you supply. Prices should be given exclusive of GST.

Balance sheet

This can be an export from (for example) Xero, or the front page of your bank statements, or a screenshot of your online banking (showing balances only, not transactions). This should show all of your accounts, including any investments such as Term Deposits.

An operational budget for the current financial year

This should show your expected income and expenses for the financial year which this grant relates to – that is, the financial year that includes July 2024.

We understand that this may be a draft budget, not yet approved by your board or committee.

Tagged Income

You should list any funds or reserves tagged for specific purposes which are not included in the annual budget.

Examples might include:

- any grants which have been paid in advance which you are holding for the next financial year;
- funds being held for a major project such as a future building project;
- funds which must be used only for a specified purpose and must be returned if unused;
- funds which you hold on behalf of another group.

The purpose of this question is to provide context around your bank balances, especially for groups that may appear to have large amounts held in reserve.

Most recent Statement of Service Performance or audited / reviewed financial accounts

If your rules (constitution or trust deed), or the law require your accounts to be audited or reviewed, then these are the accounts which you should provide.

Please indicate whether your accounts have been audited, reviewed or neither in accordance with your rules (Trust Deed or Constitution).

Statement of income / expenditure

This is sometimes referred to as a Profit and Loss and should show your actual income and expenditure for the current financial year to date.

WHAT'S NEXT?

Applications close at midnight Friday 31 May 2024.

An assessor may be in touch after the closing date and before this meeting to seek further information.

The allocation panel will meet in mid-July to consider applications. You will receive an email to let you know the outcome of your application in late July or early August with instructions for invoicing us.

The allocation panel's decision is final.

Reporting

Groups are required to provide an accountability report for grants received from this fund. Details of how to submit this accountability will be provided to successful organisations. The report needs to include the amount of money granted, actual projects/items funded, and what the grant achieved.