



Community Development Small Grants Fund

Guidelines 2018

This fund is open to charitable not-for-profit community welfare groups whose primary clientele come from within Palmerston North City Council (PNCC) boundaries. The application and allocation process is administered by Palmerston North Community Services Council (PNCSC).

Training workshops for the application process are offered 16 May at 1.30pm and 23 May at 10.00am while this fund is open. Phone 06 354 3809, or email Rochelle.ross@pncsc.org.nz for more information. As the criteria for funding changes over time, it is recommended that all groups attend. These workshops can be especially beneficial to new groups and/or first time applicants.

This fund is to provide essential administration expenses to enable local charitable not-for-profit community welfare groups to operate.

The maximum grant available from this fund is \$5,000 plus GST.

A. Key instructions for this grant:

Grants are for charitable not-for-profit community welfare groups whose primary clientele come from within the Palmerston North city boundaries.

- this grant will **not** be made for preschool and childhood education, which are covered by Vote Education
- this grant will **not** be made to those groups whose aims are **primarily social and/or recreational**, which are covered by SPARC
- this grant will **not** be made for **arts and cultural activities** which are covered by CCNZ and administered by the Palmerston North Community Arts Council
- this grant will **not** be made to groups whose functions are primarily of a **religious or political** nature
- Fundview is a comprehensive source of funding information

While it is accepted that groups may pass on some of their costs to those who use their services, the fundamental philosophy of this grant is that **services must be available to all persons regardless of ability to pay**. Evidence must be given of policies and practices that confirm this does occur.

What will not be funded - please read carefully 'C' Principles - Section 8

B. Definition of Welfare:

For the purpose of this grant, 'welfare' groups mean charitable not-for-profit community groups whose primary purposes are to contribute to achieving community well-being, to alleviating disadvantage on the basis of equity, and to supporting principles and goals of community development as found in the PNCC Community Development Policy.

C. Principles:

1. Projects must have an emphasis on the following Community Outcomes for Palmerston North City:
 - people feel safe
 - people have lots of learning opportunities
 - the community is supportive; people and organizations work together
 - people are well housed and healthy
2. PNCCSC has a principle of accountability. Groups are required to provide an accountability report for any previous grant from this fund; this is required for reporting to the PNCC. The report needs to include the amount of money granted, purpose of the grant, actual projects/items funded, and what the grant achieved. (refer Q.1)
3. PNCCSC encourages collaborative co-operation and co-ordination with shared resources and joint administrative procedures. (refer Q.15)
4. Groups will be required to:
 - a. present full financial statements, including audited/reviewed accounts for the most recent financial year, which clearly acknowledges all grants received, including those from the PNCC and from this Small Grants Fund (refer Q. 23 & 24)
 - b. include a copy of your annual report
 - c. provide a statement of income/expenditure (not more than three months old)
 - d. Copies of all current account balances operating (front page of statement only showing total not transactions)
 - e. supply a full budget forecast of your groups total income and expenditure for the coming year (refer Q. 27)
 - f. clearly state a projection of this year's proposed grant (Q.28)
5. PNCCSC may retain some monies from the main allocation process for allocation of emergency grants/loans in response to community needs.
6. Small Grants Fund **WILL FUND** essential administrative expenses such as:
 - a. audit fees and/or financial review costs
 - b. communication - phone, internet, advertising, newsletters
 - c. energy - gas and/or electricity
 - d. insurance - public liability and assets
 - e. interpreters - short-term assistance to build capacity and volunteer expenses (**excluding** wages for permanent staff)
 - f. rent - and short-term 'one-off' venue hire
 - g. stationery - printing, postage, computer supplies (excluding software), photocopying

7. Small Grants **MAY FUND:**

Volunteer expenses - including training, toll calls, supervision, travel (upper limit as per Inland Revenue rates) 72¢ per km.

8. Small Grants **WILL NOT** fund the following:

- a. any organization whose primary clientele is not from within the city boundaries
- b. private individuals, individual training expenses, or on-going educational costs
- c. projects which are primarily of a social club or commercial nature
- d. organizations which are primarily of a religious or political nature
- e. salaries, wages, or any employee expense related to workers who have **an on-going employment relationship with the organization**
- f. private telephone rental
- g. food, toiletries, cleaning materials etc.
- h. **capital items** - including furniture, equipment, computers, etc.
- i. bank charges/fees
- j. expenditure already incurred
- k. PNCSC subscriptions
- l. start-up projects
- m. activities covered by other PNCC funds

D. The Application Form

Questions 3-5

An interviewer will be appointed from the Community Development Small Grant Allocations Working Party to check, discuss, and best present your application. It is essential that we be able to contact nominated members of your organization for clarification of any points that may arise.

It is important that the representative from your organization has knowledge and understanding of this application so they can readily answer questions, and be able to access information if necessary. Our interviewers have several groups to consider and do not have time to make numerous return visits, phone calls, emails, etc. If more than one contact time is required, your application may not be considered.

Question 7

If your organization is not a legal entity, we ask that you explain why, and ask you to apply under the auspices of a group that **is** a legal entity and is willing to act as your 'umbrella' group. A representative from this group **must** counter-sign the application. Please attach letters of support from at least three other community groups independent from your organization.

Question 9

This can be demonstrated by:

- Attendance at Project Waitangi and/or similar training
- Māori representation throughout the organization
- Reflection of the Treaty; in mission, goals, and policies
- Appropriate consultation/networking with Māori based organizations

Question 13

This grant is funded by the PNCC, paid for by city rate payers, to cover administration costs for community, not-for-profit welfare groups that support clients living within the city boundaries. Administration costs will only be paid for services that are provided primarily within Palmerston North.

Question 14

It is a key criteria of this grant that services must be available to all persons regardless of their ability to pay. However; accepting a donation to cover some costs is not the same as charging a fee.

Question 16

This is required for statistics and could be advantageous when/if we apply to the PNCC for an increase to the fund.

Question 22

This information does not affect your eligibility for a full years' funding.

Question 23

Please ensure that this grant is acknowledged in your financial statements and/or annual report.

Question 24

All groups that provide services in Palmerston North are eligible to apply however we do want to know if you have applied for Community Funding from PNCC and if successful, how much you received?

Question 25-29

Please fill in accurately and fully all financial details. Itemize the purposes for which money is sought. If the grid does not provide sufficient space, use a separate page set out in the same grid pattern as in the application form. Indicate on the application that there is an extra page.

Question 31

Applicants are expected to take responsibility for marking off the checklist and sending all required documents/authorizations. Failure to do so could mean your application will **not** be considered. You may include other supporting information if you wish.

Question 32

The application **must** be signed by two authorized signatories. If you have any queries/difficulties, please phone 06 354 3809 for assistance.

Please ensure that all required information is completed otherwise this may result in your application being rejected.

NOTE: Applicants agree their organisation ensure that service delivery adhere to legislative requirements, including requirements under the Vulnerable Children Act 2014, Employment Relations Act 2015, Health and Safety Act 2015 and best practice standards.

Grants generally fall within the range of \$500 to \$5,000. For those groups registered for GST, this will be added to the amount granted to your organization.

Accounting for previous grants:

If you received a grant within the last two years, your accountability report must be sent in before, or with your application. Your application will not be considered without it.

In answering Question 1 of your accountability report, you need to categorize each item for which you received funding, alongside the total cost for that year. Just stating the bulk amount received as the amount spent is not sufficient.

Please note that any money from last year's grant that is unused as allocated must be returned to the PNCSC.

THE WORKING PARTY DECISION IS FINAL

Closing date for applications:

4.00 p.m. Friday 22nd June 2018.

**Post or deliver two copies of your application
and all relevant documentation to:**

**Palmerston North Community Services Council
Community House
77 King Street
Palmerston North 4410**