



# Community Development Small Grants Fund Guidelines for Applicants 2020

This fund is to provide essential administration expenses to enable local not-for-profit community organisations to operate. The application and allocation process is administered by the PN Community Services Council, on behalf of PN City Council.

If you have any questions about your application, please contact [lucy.burt@pncsc.org.nz](mailto:lucy.burt@pncsc.org.nz) or 027 296 5365.

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

## A. Eligible Organisations

The not-for-profit organisations seeking funding must contribute to at least one of the goals and priorities of the following Council strategies:

- Creative and Liveable Strategy (to achieve Goal 2: A creative and exciting city)
- Connected Community Strategy (to achieve Goal 3: To be a connected and safe community)
- Eco City Strategy (supporting Goal 4: An eco city).

## B. Ineligible organisations:

This grant will **not** be made to:

- primary or secondary schools or early childhood education groups.
- sports groups whose aims are primarily social and or recreational
- groups whose functions are primarily of a religious or political nature

## C. Eligible Expenses

The Small Grants Fund **will** fund the following essential administrative expenses:

- audit fees and/or financial review costs
- communication - phone, internet, advertising, newsletters
- energy - gas and/or electricity
- insurance - public liability and assets
- volunteer expenses - including training, toll calls, mileage as per Inland Revenue rates 76¢ per km, other travel expenses
- rent - and short-term 'one-off' venue hire
- stationery - printing, postage, computer supplies (excluding software), photocopying

## **D. Ineligible Expenses**

The Small Grants Fund **will not** fund the following expenses:

- private individuals, individual training expenses, or on-going educational costs
- salaries, wages, or any employee expense
- private telephone rental
- food, toiletries, cleaning materials etc.
- capital items - including furniture, equipment, computers, etc.
- bank charges/fees
- expenditure already incurred
- PNCC subscriptions
- start-up projects
- activities covered by other PNCC funds

## **E. Important 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 some services must be available to all persons regardless of ability to pay.

## **F. The Application (see [link here](#))**

### **Contact people**

Please provide contact details of two individuals from your organisation as an interviewer from the Small Grant Allocations Working Party will be in contact. These nominated members should understand this application so they can readily answer questions. Please note that your interviewer will have several groups to consider so please return phone calls and emails promptly.

### **Group status, legal status, umbrella organisation consent**

Groups with no formal legal structure may apply for funding, provided they 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.

*Note - Some of these questions may not be visible on your application, depending on whether your organisation has legal status.*

### **Commitment to Te Tiriti o Waitangi and its principles**

This may be demonstrated by:

- Māori representation throughout the organization
- Reflection of Te Tiriti o Waitangi in your mission, goals, and policies
- Appropriate consultation and partnership with Māori
- Providing training on Te Tiriti o Waitangi and cultural competencies to your team

## **Financial details**

Please complete financial details accurately. If there has been a change in demand for your service, it would be advantageous to explain this change.

Please note that if your organisation is successful, the grant will be for 1st July 2020-30 June 2021 financial year.

Groups will be required to provide:

- a. Most recent Statement of Service Performance or audited/reviewed financial accounts
- b. A statement of income/expenditure (not more than three months old)
- c. Copies of all account balances (front page of statement or screenshot, only showing total, not transactions)
- d. An operational budget for the current financial year

## **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.

**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.**

**THE WORKING PARTY DECISION IS FINAL**

**Closing date for applications: 4.00 p.m. Friday 29 May 2020.**