

2011/2012 Community Assistance Funding Guidelines

Introduction

The six Community Outcomes for Nelson, developed by Nelson City Council and the community, define the vision of Nelson that the community wants to make a reality. To assist in developing Nelson into the place we want it to be, Nelson City Council provides an annual pool of funding for community groups to access in order to provide services aligned with these community outcomes.

A copy of the Community Outcomes is attached. Groups, clubs and organisations can apply for two different kinds of funding:

- One-off grants which are for a maximum of \$2,500.
- Community contracts can be for periods between one and four years and have no maximum dollar limit.

Level of Funding

The total amount allocated for community assistance this year is \$485,000. As per the Community Assistance Policy, 10 – 20% of the total amount will be allocated to one-off grants and the rest for contracts. So if 10% is chosen \$48,500 will be available for one-off grants and \$436,500 for contracts and if 20% is chosen \$97,000 will be available for one-off grants and \$388,000 for contracts. Each year the available amount for new applications will be dependent on the commitments that have previously been made to contracted funding for community organisations.

Timeline and Process

- The closing date for applications is 4pm on 25 July 2011. Late applications will not be considered. Notification of receipt of your application will be sent within 10 days. Please contact Nicola Mercer on 03 546 0217 if you have not heard from us within this period.
- A Council hearing and decision meeting will be held 5 – 7 September 2011. At this meeting, applicants for community contracts, who meet the stated criteria, will be invited to make a presentation on their application. This opportunity is for applicants of contracts only, not applicants for one-off grants. Councillors will then consider all applications and decide which ones to support, and to what level.
- The Council meeting to consider applications is an open meeting. Accordingly all applications will be in the public domain.
- Applicant organisations will be notified soon after the meeting if their proposal has been successful or not.

- Staff will contact successful applicants to negotiate final agreements for community contracts, and to advise the process for payment of grants.

Charitable Purpose Status

Please note that only groups, clubs and organisations that are registered with the Charities Commission, or that can demonstrate that for tax purposes they are considered "not for profit" will be eligible for financial community assistance. This means that the organisations have either "donee" or "approved charity" status approved by the Inland Revenue Department. If registered with the Charities Commission please include your registration number in your application.

Being an incorporated society or exempt from income tax is not in itself sufficient.

Criteria – All applications

The following criteria apply to all applications:

1. Applications must demonstrate the contribution the project will make to the Council's Community Outcomes "Our Goals for Nelson/Whakatu".
2. Proof of charitable/not for profit status must be provided with each application.
3. Retrospective funding will not be considered.
4. Preference is given for initiatives within Nelson and that benefit Nelson residents.
5. Other factors that will be considered are:
 - The value of the project to the community in comparison to the cost to Council.
 - The level to which the wider community will be involved in the project.
 - The past achievements or potential of the organisation.
 - The ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
 - Contribution to other Council Policies/Strategies.
6. Organisations can apply for a one-off grant and/or contract (only one of each per year).
7. Preference is for applications that leverage additional funding as demonstrated by documentation of applications lodged with, or offers of funding from other funders.
8. Successful applicants must acknowledge Nelson City Council support in promotional material wherever possible.
9. Late applications will not be considered.

Community Contracts

1. Community contracts can be for one to four years.
2. Applications for community contracts should be made on the community contracts application form. Support information including 1 recent bank statement no more than 6 months old and the last annual financial report

reviewed or audited by an accountant must be provided. You may also provide a one page covering letter (optional).

3. Successful applications will be offered a written contract specifying outcomes, payment and reporting processes. These will include an annual report to Council and a copy of the most recent audited financial accounts.
4. There is no specified maximum amount for community contract applications; this is limited however by available funding.

One-Off Grants

1. Between 10 to 20% of funds will annually be available for one-off grants.
2. One off grants are for a maximum of \$2,500.
3. Applications for one off grants should be made on the one off grants application form. Up to two pages of supporting information can be included with an application (a cover letter is counted as one). One off grants will require some reporting back on outcomes achieved within six months of expenditure of funding.
4. One-off grants cannot be used for ongoing expenses and applicants must demonstrate that they have sufficient resources to implement the project.
5. Applications for one-off funding can also be for underwriting of projects up to \$10,000. This amount is limited by available funds.

Accountability

Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract, maybe asked to return all or part of the funding. Community contracts will continue or be terminated conditional on receipt of satisfactory reports.

Failure to submit acceptable accountability reports may affect a recipient's eligibility to receive any Community Assistance in future.

Further Information

For information on Council policies and strategies please refer to:

<http://www.nelsoncitycouncil.co.nz/plans-strategies-policies/>

Or to download application forms:

<http://www.nelsoncitycouncil.co.nz/community-assistance-funding/>

Information meetings will be held at 11am and 6.00pm on Wednesday 6 July 2011 to provide guidance regarding eligibility and how to fill in your application form effectively. Please RSVP to enquiry@ncc.govt.nz or call 03 546 0200 by Monday 4 July.

For further information please contact Nicola Mercer on 03 546 0217 or nicola.mercer@ncc.govt.nz.

Community Outcomes

OUR GOALS FOR NELSON/WHAKATŪ

**How the community wants Nelson to be
in the next twenty years**

Mō tātou ā mō kā uri a muri ake nei
For us all and our children after us

HEALTHY LAND, SEA, AIR, AND WATER

We protect the natural environment

We treasure, protect and restore the special places, landscapes, native species and natural ecosystems of Nelson. Natural biodiversity is widely understood and valued. Introduced species have a place, and pests and weeds are controlled. Open spaces are linked and productive land is protected. Waste and pollution are minimised so we have clean water, clean seas, clean air, and healthy flora, fauna and soils. The kaitiakitanga and rangatiratanga of tangata whenua iwi is recognised and the whole community is educated and involved in caring for the environment, ngā taonga tuku iho. Nelson is a place where everyone can enjoy the natural environment while it is protected for the future. We recognise the importance of a healthy environment for tourism, and minimise the impacts of human activities on the environment.

PEOPLE-FRIENDLY PLACES

We build healthy and attractive places and live in a sustainable region

Urban and rural areas are designed to be child-, family- and people-friendly. We think and plan regionally and act locally within that context. We have good quality, sustainable, integrated, affordable and effective public transport, infrastructure, energy-use and transport networks. We are proud of our developing cycleway network. Growth is well managed and there is little waste or pollution. Attractive, safe, accessible and walkable 'city villages' provide for people of all ages and abilities through good urban design. There is a full range of affordable, healthy, attractive and energy-efficient housing and community facilities with more intensification in urban areas and a clear urban/rural boundary. We have a good range of sports and recreation facilities for all ages, including youth and older residents. We protect, enhance and interpret Nelson's human heritage and historic sites.

A STRONG ECONOMY

We all benefit from a sustainable, innovative and diversified economy

We all participate in the regional economy and it meets people's needs. We are a business-friendly region, and economic activity is sensitive to the environment, heritage and people of Nelson. We are skilled and adaptable and we see the benefits of a wide range of high-value industries and businesses. We enjoy high quality employment, education and training opportunities. Small, locally-owned businesses are an essential part of the community and central city. Our youth can live, learn and work in Nelson. We invest in skills development and our people so we can enjoy balanced and healthy lives. We recognise, support and celebrate innovation and achievement.

KIND, HEALTHY PEOPLE

We are part of a welcoming, safe and healthy community

We are a tolerant, supportive and diverse community. We respect each other and what each contributes, including Māori culture, traditions and people. We take pride in the warm welcome we give to visitors and new arrivals. Everyone is included and involved, can participate in decision-making and is able to enjoy a good quality of life, wherever they come from and whatever their age, abilities or income. We nurture our young people so Nelson is a safe and healthy place for everyone to grow up and live. We have adequate policing and well-designed public spaces providing a feeling of safety and security in our homes and communities. We have high quality and accessible recreation, education, health and community facilities. There is more attention to health promotion with quality primary and secondary health care accessible to all. We are a resilient community, able to cope with disasters or emergencies.

A FUN, CREATIVE CULTURE

We are proud of our creative local culture and regional identity

We are proud of our region, our communities and our diverse heritage. There is a wide range of recreation, arts and leisure opportunities for everyone to take part in. We have a strong sense of community, enhanced by activities, festivals, events and celebrations that reflect our distinct environment and people. We understand that our heritage contributes to our distinctive identity, so we value, protect, interpret and celebrate our human heritage and historic places - Maori and more recent. We value and support those things that make Nelson special and unique - our people, art and crafts, the café culture, the outdoors, local food and wines, boutique shops and the relaxed atmosphere.

GOOD LEADERSHIP

Our leaders are proactive, innovative, and inclusive

We work together as a region, think of the generations that will follow and listen to the full range of views. Everyone has the opportunity to participate in the community's major decisions and information is easy to obtain. Leaders consult with and understand their communities and work for the good of all, including the wider region. Our leaders inspire respect, take responsibility for their decisions and act to improve the big issues facing our community. All sectors of the community and region work effectively together. We support and mentor our youth to become the leaders of the future.

Glossary:

Biodiversity is the natural diversity of all life, including diversity in genes, species, populations and ecosystems.

Community/we means everyone - individuals, businesses, local and central government, groups and organisations, Maori, disabled, young, old, families, recent migrants and refugees, rural and urban, Nelson residents and visitors; all of us working towards these goals. These six goals will comprise Nelson's Community Outcomes for 2006-2012.

Infrastructure includes the networks that support the running of an area, like water, sewage, electricity, solid waste, telecommunications and transport systems.

Kaitiakitanga is an inherited responsibility of tangata whenua to look after the mauri (life force) of nga taonga tuku iho. It includes protecting biodiversity and the maintenance of resources for present and future generations.

Nga taonga tuku iho are the treasured (particularly natural) resources of this area.

Rangatiratanga means chiefly authority.

Tangata whenua, literally the people of the land, means the original people of a place, the local people or hosts.