

Guidance for Community Grants

Help us help you to get the funding you need.

The four community grants are government funded, rates funded and a bequest left to Kaikōura youth to support organisations within the local community.

The following information has been put together to help guide you through the grants application and accountability/reporting process. If you have any questions about community grants, please contact the grants administrator at arlene.brown@kaikoura.govt.nz or 027 566 3064 / 03 319 5062 extn 263

1. GENERAL INFORMATION ABOUT GRANTS

The community grants administered by Kaikōura District Council. They are advertised through Council's website, Facebook, email newsletter and various community meetings and groups that work alongside Council.

All relevant application forms and information for each grant is available from www.kaikoura.govt.nz/our-services/community/community-grants.

- a. The four grants funding rounds are:
 - *George Low Trust (March)*
 - *Sport NZ Rural Travel Fund (March)*
 - *Kaikoura Community Initiative Fund (March and September)*
 - *Creative NZ Community Scheme (February, May, August, December)*
- b. Committee meetings are held after each funding round closes and applications are reviewed and approved/declined at these meetings.
- c. The closing dates are advised through our website and both KDC and Kaikōura Noticeboard face book pages when committee meeting dates are confirmed.
- d. The grants administrator will notify the applicants within 2 weeks of the committee decisions via a letter, most times through email. The letter will advise the decision and the ensuing process.
- e. An important part of the process is that if the application is successful and once the project is completed, the accountability process has clear and concise requirements which will be emphasised and specifically stated in the letter of advice to the applicant.
- f. The accountability process must be completed fully and satisfactorily as this could affect any future applications.

2. APPLYING FOR A GRANT

Each community grant has its own application form. These can be accessed on www.kaikoura.govt.nz/our-services/community/community-grants. It's important to make sure you fill out the application with as much detail as possible, and follow the individual guidelines for each grant.

3. ACCOUNTABILITY

It is a requirement for all grant recipients to complete accountability reporting for how, when and why the grant was used and approved for. All applications and accountability forms have relatively similar accountability guidelines and if not completed correctly, fully and satisfactorily; any future applications in any of the four grants cannot be considered. See some guidance below about making sure you complete your accountability reporting in the right way:

Use of funds

1. You are required to spend the grant as stated in the budget provided in the application based on the purpose stated on the application

2. Any variation to this, not previously agreed to by the grant committee, will mean you will have to refund the funds.
3. Funds need to be used within 12 months of the funding being approved.

Due dates for reporting

1. Generally, accountability reporting for funds received needs to be processed within two months of the project ending.
2. If accountability reporting is not completed on time, or funds not used within 12 months, the money is required to be returned to Council and will be reallocated to that particular grant.
3. If there is any reason the project cannot be completed within 12 months of the funds being allocated, you need to contact the grants administrator to seek an extension on your application, otherwise funds need to be returned. The grants administrator will seek approval from the committee either through a scheduled meeting or via email (whatever is the most time expedient at that time).

Invoicing and receipts:

1. The receipts and invoices provided as part of your accountability reporting must match the amount and purpose stated on your application form. This means that if your budget states a basketball is being purchased for \$90, you need to ensure your invoice/receipt reflects this.
2. All invoices, receipts and related documentation must be related to the original application.
3. Applicants must use the funds for what was approved by the committee. Any variation must be approved by the committee or you will be asked to reimburse funds.

What if my project changes or I can't complete it in the specified time?

1. If your project alters in any way other than stated on the application, applicants must communicate via email or letter with the grants administrator so that the committee can be advised.
2. The committee will review the application and the applicant will be advised via email or letter of whether the project remains eligible for the funding.
3. If a revised application is declined by the committee, all remaining funding must be returned.

Other information

1. The cost of any advertising, promotions, newspaper articles, posters etc for your project need to be included in the accountability reporting.
2. Any participation, public feedback, letters about the project or event should be included in your accountability reporting.
3. Accountability reporting enables Council and the grants committee to meet audit requirements and transparency.
4. These terms and conditions are applicable for all applications that have been received and approved from 1st February 2019 for the following grants; George Low Trust Fund, Sports NZ Rural Travel Fund, Creative NZ Community Scheme and Kaikōura Initiatives Fund.

4. COMMENTS OR QUERIES

We welcome your feedback. Any comments or queries about grants or if you have any questions regarding your unsuccessful application then please contact the grants administrator in the first instance on arlene.brown@kaikoura.govt.nz; by cell phone on 027 566 3064; or by phone on 03 319 5602 extn 263

If you are still unsatisfied you can submit to Council online at www.kaikoura.govt.nz/contact-us; by mail to PO Box 6, Kaikōura, 7304; by phone on 03 319 5026; or by email to KDC@kaikoura.govt.nz