

# Criteria for Kaikoura District Council Community Initiatives Fund 2024

## 1. The Purpose of the Fund

The District Council provides an amount of funding annually to be made available to the community through the Community Initiatives Fund to support and encourage **public education** and **community events** that are usually ineligible for funding from other sources.

## 2. Definition

To provide targeted and accountable funding to eligible community projects that meet the current and future needs of our community for good-quality local projects that benefit the wider community in a way that is most cost effective for households.

## 3. Priorities (Funding Criteria)

The Funding Subcommittee will consider:

- The proven financial need of the organisation
- The rationale for the project (whether the activity is offered by other organisations)
- Applications that are fair and equitable across the needs of both rural and urban communities
- The contribution toward achieving annual objectives of the Council and the LTP

## 4. Eligibility

Before an application can be considered by the Funding Subcommittee, the administrator will check that the application meets the following requirements –

### **The applicant**

- An application can be made by:
  - Non-profit making organisations
  - Voluntary organisations
  - Community groups that are registered - either as a charitable trust or an incorporated society
  - Schools
- Companies, statutory bodies, or private individuals are **NOT ELIGIBLE**
- If the applicant has previously received funding under the Community Initiatives Grant, a satisfactory project completion report must be provided within two months of the completion of the project before any further applications from the applicant will be considered.

### **The application forms**

- The applicant must use the standard application form provided by the Kaikoura District Council

- The form is available in hard copy from the council office or online from the council website.

### **The proposed event**

- Must meet one or both funding criteria
- Applicants must show evidence of other fundraising for their project
- The activities must take place in the Kaikoura District
- Must benefit the Kaikoura community
- Must not start before an application of funding has been approved
- Must be scheduled to be completed within 12 months after funding is approved

### **Types of projects that could be funded**

#### *Workshops ensuring community participation and engagement*

- Personnel costs for one-off, short-term projects
- Administration and operational costs
- Donation towards the entry fee
- Donation towards venue hire

#### *Events that create opportunities for locals to participate in their community*

- Promotion of events or programmes
- School-based projects that are outside the school's core curricular activities

### **Types of projects that **cannot** be funded**

#### *Activities with an arts focus*

- Art-focused exhibitions, productions, concerts, festivals, and art workshops
- For these apply to the Creative Community's scheme

#### *Projects within the scope of other organisations*

- Activities in an educational institution that are normally funded through curriculum and operating budgets
- Projects that are the core business of an organisation or service provider
- Local council projects that are normally funded from the council's own resources

#### *Competition and Prizes*

- Entry fees for competitions, contests, exams
- Prize monies, awards, trophies

#### *Specific costs which **are not eligible***

- Ongoing administrative costs (wages)
- Travel for individuals or groups to attend events or sports events.
- Fundraising projects or related costs
- Retrospective project costs
- Elimination of accumulated debt
- Buying capital items or equipment such as cameras or computers, instruments, costumes, uniform, or vehicles.

## **5. Funding Rounds**

There will be two funding rounds per financial year: end of September and March

Applications need to be handed in at the Council offices no later than 4pm on the last Friday of September and March to be considered for the following month.

## **6. Decision Making**

- Only organisations that have supplied all the information requested on the application form will be considered for assistance
- The Funding Subcommittee has the authority to approve or decline any application
- Decisions will be reached by consensus or majority
- The decision of the Funding Subcommittee is final

## **7. Funds Available**

- The total amount of Council funds allocated to the scheme is \$15,000 commencing from 1 July 2019-2020
- \$5,000.00 is to be Utilised and prioritised towards rangatahi/youth projects each year.
- Only in exceptional circumstances will an allocation of more than \$2,000 be given to any one organisation

## **8. Accountability**

The successful organisation needs to complete an Accountability Form no later than two months upon completion of the project or activity with:

- Details of how funding was used, including copies of accounts and receipts appropriate to the application
- How project objectives were achieved
- Feedback by participants

## **9. Change of circumstance – an approved project**

Allocated funds must be utilised in the intended approved use as stated in the approved application or as stated by the committee or as recorded in the committee minutes.

If an approved project alters in any way or is cancelled, the applicant must advise the Grants Administrator and all allocated funds reimbursed to Kaikoura District Council, to be utilised towards future applications within that financial year.

The funds cannot be utilised for any other use or purpose other than was intended and approved by the committee.

The Grants Administrator will advise the applicant to complete an amended application. This will be sent to the committee who will then determine if approval can be completed online or if special meeting is required.

## **10. The role of the assessment committee**

The main role of the assessment committee is to assess applications and allocate funding, in line with any specific local priorities (funding criteria) that have been set.

Other functions include:

- Receiving reports and discussing completed projects
- Attending events funded by the fund
- Discussing and making recommendations for promoting the fund locally
- Attending meetings

Community representatives:

- 3 Councillors as determined by appointed delegations
- Kaikoura District Council Community Development Officer
- At least 2 community members

Electing community representatives to the committee based on a public nomination process:

- Calling for written nominations through the local newspaper
- Approaching individuals directly and inviting them to join the committee if there is limited response to a call for nominations

If there are more interested community members than positions available, the chairperson makes the final decision.

## **11. Dealing with conflicts of interest**

Committee members must consider all applications impartially. To guarantee that decision making is transparent, conflicts of interest must be declared and handled appropriately.

There are three types that might arise:

1. Direct conflicts of interest
2. Indirect conflicts of interest
3. Perceived conflicts of interest