

DISCRETIONARY FUNDING GUIDELINES

How to make a funding application

Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, community boards and the Te Kauwhata and Meremere Community Committees areas.

Funding Mechanisms

1. Waikato District Council Community Boards /Community Committees
2. Waikato District Council Discretionary and Funding Committee

Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund are as follows:

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees
Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.
2. Waikato District Council Discretionary & Funding Committee
The Discretionary & Funding Committee allocates grants from the Events Fund and the Rural Ward Fund. Rural Ward grants are available for projects and initiatives in rural areas and areas that are not served by a community board. Events grants are only available for events held within the Waikato District Council area.

Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.
- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applications for Anzac events will need to be made the Discretionary & Funding Committee only. Discretionary Grants Policy 2018 3.

- e) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- f) Grants up to \$5000 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee. For grants above \$5000 a funding cap of 75% applies.
- g) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- h) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained. All grant applications must include a detailed budget for the event or project.
- i) Capital expenditure items may be considered for grant applications.
- j) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- k) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community (maintenance and operational costs are excluded).
- l) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- m) Grants will not be considered for ongoing operational & maintenance cost.
- n) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- o) Applications from commercial entities will not be considered.
- p) Multiple applications through the discretionary grants funding cycle made to the community boards, community committees and Discretionary & Funding Committee for a local event can be considered provided there is wide community benefit.
- q) Applications above \$1000 will need to complete the prescribed application form, provide relevant quotes and financial statements.
- r) Applications under \$1000 will only need to provide a cover letter describing the event/project and relevant quotes.
- s) The project or event must take place in the Waikato District Council area of jurisdiction.
- t) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

Eligibility Criteria

Applications are required to meet the following criteria:

- a) Applicants must demonstrate that they will be undertaking a project or event that benefits particular community/communities within the Waikato district.
- b) Applicants must be based in the Waikato district or offering services to a community/communities in the district.
- c) Applicants must be either a not for profit organisation OR a registered charitable trust, charitable entity or incorporated society.
- d) Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information. If the required information is not received within five working days the entire application will be returned to the applicant.

- e) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- f) Applicants or their agent will be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application. For applications where an applicant cannot attend the meeting, they need to advise in advance their unavailability to the Community Development Advisor.

Funding Rounds

Applications for Waikato District Council funds close on the First Friday of February, April, July, and October.

Presenting your application

Applications are generally considered in the month following the closing date. Applicants are advised in writing (letter and/or email) the date and time of the meeting.

Guide to Application Form

Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 45 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.

- Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- All parts of the application need to be completed and all supporting information supplied.
- Please note that incomplete applications WILL NOT be considered and will be returned.

The following documentation must be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/ group/club.
- A copy of any documentation verifying your organisations legal status
- Encoded deposit slip to enable direct credit of any grant payment made.
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 1 – Your details

- You need to provide the name and purpose of your organisation, address details and contact details for someone who we can contact in relation to the application.
- Charities Commission number (if you have one).
- If your organisation is GST registered, you must provide the GST number. Bank details are also required.

Section 2 – Your event or project

- Describe your event or project – what, when, where, why and who will benefit.

Section 3 – Funding requirements

Details of the cost of your project or event need to be provided in this section. You can complete the relevant part of the form OR if there is not enough room, you can attach additional budget details on a separate piece of paper. Please advise:

- How much your event/project will cost?
- How much funding are you seeking from Waikato District Council?
- How much you are seeking from other providers?
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project

You need to show here that you have enough funds to cover the total cost of your project/event. This includes details of alternative funding sources already accessed, or likely to be accessed. If you

have received previous funding from the Waikato District Council in the last two years, you need to provide details of that.

Attachments required for section 4: Written proof of supplementary funding already raised or copies of applications to other funders (which are pending decision).

If your organisation is governed by another body (i.e. national or regional) you must provide a copy of any documentation verifying your organisations legal status. You may also provide a letter of support from the organisation's trustees/executive committee, along with any additional information in support of your application such as, newspaper articles, recent newsletters, letters of support etc.

How do I know if our application is successful?

If the committee or community board approves your application, the council will advise the contact person in writing and arrange for the grant to be paid.

If your application is not approved, the council will advise the contact person in writing.

What else you should know

1. Groups benefiting from discretionary funding need to acknowledge the council's contribution, for example through brochures or billboards.
2. Grants will automatically lapse if not uplifted within 12 months.
3. Your organisation MUST complete an accountability form within 2 months on completion of the project.

Section 4 – Community Well-beings and Outcomes

In order to be considered for funding, your project /event needs to contribute to one or more of the Waikato District Council's community well-beings and outcomes. Please tick at least one box on the form to indicate which wellbeing and outcome your project /event contributes to.

1. Waikato District Community Well-beings

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| Social | people have a voice in their future, choice in their lives and a sense of |
| Economic | use of land, infrastructure, regulation of activities, tourism |
| Cultural | communities and individuals participating in recreation, creative and cultural activities, arts, history, heritage and traditions |
| Environmental | outcomes our community wants to achieve, and how they prioritise the actions to achieve them |

2. Waikato District Community Outcomes

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| Accessible Waikato | A district where the community's access to transport infrastructure and technology meets its needs |
| Sustainable Waikato | A district where growth is managed effectively and natural resources are protected and developed for future generations |
| Thriving Waikato | A district that prides itself on economic excellence, where heritage and culture are protected and |

Healthy Waikato	A district with services and activities that promote a healthy community
Safe Waikato	A district where people feel safe and supported within their communities