



## **SELWYN DISTRICT COUNCIL WARD DISCRETIONARY FUND FUNDING POLICY AND GUIDELINES**

### **1. Purpose**

Selwyn District Council provides funding at a ward level to support groups and individuals whose projects contribute to the strengthening of community wellbeing in Selwyn and the achievement of Council and community board policies, strategies and priorities. By developing and enriching themselves, individuals in turn can contribute to community wellbeing.

### **2. Governance and Administration**

All applications for the Selwyn District Council Ward Discretionary Funds are forwarded to Council's Accounting Officer who will prepare a report for consideration by Ward Councillors or the Malvern Community Board.

These funds are dispersed by the Malvern Community Board (for Malvern ward), and Ward Councillors for Selwyn Central and Springs/Ellesmere.

### **3. Budget**

There is an annual budget established by Council for dispersal for each of the four Wards. Whilst the amount varies annually, the total fund available for 2018 / 2019 is \$81,000 with the Ward breakdown as follows:

Malvern	\$14,000	Selwyn Central	\$29,000
Springs	\$23,000	Ellesmere	\$15,000

### **4. Funding Guidelines**

It is acknowledged that this is a discretionary fund and should be treated as such by the respective Governance groups when they are considering the merit of each application.

It is considered prudent however to be able to give some advice to Selwyn residents or non-profit community organisations based in or working in Selwyn and delivering services/activities in Selwyn on the types of applications to the Fund which will be considered. These areas include:

- Community groups based in or working for Selwyn District, which are providing community, social, recreation, sporting or arts projects or activities in the District.
- Personal growth and development for individuals who are contributing to community wellbeing in Selwyn
- Capacity building and development for Selwyn-based community organisations
- Representation at events – individuals:
  - Applicants selected to represent their school, team or community at a local, regional, national or international event or competition - this can include sporting, cultural or community events.

- Representation at events – teams:
  - As above, but teams are required to submit only one application on behalf of the team members resident in Selwyn District requiring funding assistance
  - Residential addresses of team members must be supplied.
- Seed funding for special events or projects (e.g. equipment, promotion, venue hire, setting up a new sports team or activity).
- School projects which are outside of Ministry of Education curriculum activities.
- Church programmes/activities which include the wider community (e.g. preschool programmes, parenting programmes).

## **Terms and Conditions**

1. Grant applications are limited to projects or activities within the Ward area or primarily benefiting the residents of the Ward
2. Applications from community organisations are required to submit a balance sheet and an income and expenditure statement which shows current financial assets and liabilities. In most cases, applications will not be processed until financial information has been received.
3. Applicants cannot apply in consecutive years as a right, however each application will be considered on a case-by-case basis.
4. Applicants should demonstrate their efforts/ability to seek other sources of funding and not rely solely on Council support.
5. Applicants need to provide evidence of fundraising, unless they can cite reasons for financial hardship. Applicants must also explain how they will cover any funding shortfalls.
6. If three (3) or more persons apply individually for funding for a team event, the applications will no longer be considered as individual; but instead will be considered on a team basis.

## **Accountability**

1. Funding must be spent within a 12 month period from the date of allocation.
2. Funding must be spent on the purpose for which it was allocated.
3. Any unspent funds must be returned to the Council.

## **Applications**

1. Applications can be made online via the Selwyn District Council's website (see *Council information / community / funding and grants*), by downloading a form from the website or by calling the Council for a funding application form.