

Selwyn Residents Group Fund

Name of Fund	Selwyn Residents Group Fund
Purpose:	<p>The purpose of these guidelines is to:</p> <ul style="list-style-type: none"> Establish guidelines to assist the Council and the Community Grants Sub Committee in determining the outcome of Selwyn District Council's "Residents Group Fund" applications. <p>All grant funds that are made available will be reviewed and considered during the Long Term Plan and Annual Plan process and may not automatically be renewed.</p>
Replaces:	1. Township Committee Discretionary Fund
Application Close Dates	31st July, 31st October, 31st January and 30th April

1. Principles

(a) The following principles will underpin all of Council's community grants:

- i. **Equity:** *Fairness and impartiality will be shown to all applicants and everyone will be treated fairly and in the same way; no advantage, bias or latitude to one party will be given over another.*
- ii. **Transparency:** *Council will publicly communicate what community grants are available and when funding rounds are open. Council will publicly communicate the decisions it makes and what it expects to be achieved from funding. Recipients of funding will be required to report publicly and acknowledge Council funding*
- iii. **Accountability:** *Recipients of grants will be accountable for the funding that they have received to Council and the Selwyn community. Council will be accountable for the wise use of the ratepayer money that it uses for community grant funding.*
- iv. **Respect:** *Council respects and appreciates the culture, history and diverse and geographically dispersed make-up of the community and the difference of opinions that this brings.*

2. Application Process

- (a) *With the exception of the basic “Resident Group Administration Grant” issued annually , subject to Council appropriation, and based on the completed registration of a Residents Group with Council (complying with requirements of elections, geo boundary etc), all other Selwyn Resident Group Fund applications, will require an **Application Form** to be submitted before any funding is allocated. **Schedule B** provides an example of the Selwyn Residents Group Fund application form and **Schedule C** provides an example of the form for the basic “Resident Group Administration Grant”*
- (b) *Selwyn Residents Group Fund will involve a funding application process that has **specified opening and closing dates and a contestable process**. The Selwyn Residents Group Fund will close on 31st July, 31st October, 31st January and 30th April.*
- (c) In accordance with (c):
 - i. Applications will be received upon the opening of funding rounds, and funding decisions made and funding dispersed within two months of the application process being closed.
 - ii. Late applications will not be accepted, but can be deferred to next funding round if appropriate.
 - iii. Grant applications must be submitted on the official application form

3. Decision Process

Decisions for the Selwyn District Council Resident Group grants will be made as per the following arrangements:

- (a) *Decisions for the **Selwyn Residents Group Fund** will be reported to Council by the Selwyn Community Grants Subcommittee. The Community Grants Subcommittee will be appointed by Council and shall comprise of no less than one Councillor from each ward. This Fund is administered by the Community Services and Facilities Group.*

4. Payment of Grant

- (a) All applicants will be notified of the outcome of their application for funding. Successful applicants will receive a letter of confirmation.
- (b) All grants are payable upon receipt of a bank deposit slip detailing the account number and recipient's name.
- (c) Grants are payable to the bank account named by the group recipient.
- (d) In cases where the Residents group does not have a bank account, grants can be paid upon receipt of the purchase in relation to the approved request providing the purchase does not happen until post the funding being allocated.

5. Accountability

- (a) Expenditure returns are required from all groups receiving funding, either:

- i. as soon as the funds are spent; or
 - ii. within one calendar year of receipt of funds, unless there is prior agreement to carry over such funds.
- (b) If the funds are used on something other than the intended purpose for which they were granted the Group may be required to return the funding granted, unless formal permission to change the purpose has been requested and formally agreed in writing, by Council.
- (c) With the exception of the basic Resident Group Administration Grant, all recipients of Selwyn Residents Group Fund grants will be required to complete the documentation (as per **Schedule D**) showing that the purpose for which the grant was given has been fulfilled.
- (d) Any Selwyn Residents Group Fund grant funding not spent on the project for which the funds were applied for, after one year of receiving the funds, must be returned to Council unless written approval from Council to retain the funds for a specific purpose is obtained.
- (e) All Selwyn District Council community grants are reported to Council in an annual Report to Council.
- (f) Council will publish a list of all grants annually, including the name of the recipient and the amount granted.

Schedule A: General Criteria & Rules for Grants from Selwyn Residents Group Fund

The following are the **general criteria** that apply for all Selwyn Residents Group Fund grants:

1. Financial assistance will only be available for “recognised” residents groups whose principal functions and/or activities are of a charitable (not-for-profit) nature.
 - i. A “recognised” group fulfils the following criteria:
 - the group has a clearly defined geographic boundary and it is within Selwyn
 - the group allows any resident from within that defined geographical boundary to join the group
 - the group holds public elections for any office holders, not less than three yearly
 - the group publicly notifies its election
 - the group demonstrates it has communication processes in place with group members and also the local geographic community .
 - the group is interested and actively involved with local community matters
2. Applicants must demonstrate the ability to plan and deliver projects in an efficient manner.
3. Applicants must provide a budget for their project.

The following are the **rules** that apply for all Selwyn Residents Group Fund grants:

4. Where a group is already in receipt of a Council grant for the same purpose and / or in the same financial year (1 July- 30 June) this must be disclosed in this application form.
5. Evidence of other fund raising undertaken and applicant contribution, including in-kind contributions (e.g., voluntary hours) to the project or initiative must be provided.
6. Grants can be used to cover Council-related charges (for example hire of Council facilities).
7. All applications must meet Council regulatory and/or process obligations which includes but is not limited to; Township signage, public art, use of council land, planting, food safety and alcohol. The application form will require the applicant to acknowledge this and, if successful the letter of grant will provide further details
8. All applications must declare any conflict of interest that may exist with the Council, if relevant.
9. All successful applicants must acknowledge the support of the Selwyn District Council on any correspondence, advertising or other publicity material.
10. Applications must be made on the relevant Selwyn District Council Application Form (see website for application forms).
11. Applications received after the closing date of the funding round will NOT be considered.

12. Grants may **NOT** be used for:

- (a) Repaying or servicing debt.
- (b) Projects or activities to promote commercial, political or religious activities, including political advocacy, employment and/or business initiatives, commercial enterprises or initiatives which look to change legislation.
- (c) Projects and initiatives run by, or for the benefit of, commercial or profit orientated groups, excepting such groups registered with Charities Commission.
- (d) Retrospective projects or costs that have occurred or been incurred before a decision has been made.
- (e) Operations and activities of health and education groups which are predominantly funded by Central Government or its subsidiary and agent. However, organization or partnerships that receive central government funding (including health and education related) may apply for a grant for other purposes than their normal activities, if these purposes have a wider community benefit and which the Government does not fund as part of its contracted activities.
- (f) Requests where there is evidence of a conflict of interest which, in the opinion of the Council, has not been disclosed by those requesting the grant or has not been satisfactorily managed or the risk reduced when the request was made.

Schedule B: Selwyn Residents Group Fund Application Form

The following is the content of the application form for the Selwyn Residents Group Fund:

Selwyn Residents Group Fund Application Form

*Before completing this application form please read and understand the General Criteria
& Rules for all Council Administered Grants*

Group name:

Contact person

Name:

Email:

Phone (day):

Cell:

Alternative contact person

Name:

Email:

Phone (day):

Cell:

Project/Initiative/Event name:

Estimated total number of people benefitting from this project/initiative/event:

Please describe your project/initiative/event:

Who is your target audience?

(e.g., children, young people, adults, families, older adults, other)

Do you require waste management support from Selwyn District Council? Please tick the appropriate box(s):

☐

Usage of Council waste and recycling event wheelie bins

☐

Advice for waste management and recycling

☐

Assistance with waste and recycling fees

What benefits do you expect from this project/initiative/event for Selwyn District?

Please provide a full budget for this project/initiative/event, including income and expenditure:

(Complete here or attach separately)

BUDGET

Income (GST exclusive)	
Total	\$

Expenditure (GST exclusive)	
Total	\$

Please state how much you are applying to the Residents Group Fund for:

Amount: \$

What specifically will this amount be used for?

If you have applied to any other body for grants for this project/initiative/event or if you have applied for or received any funding from the Selwyn District Council in the current financial year (July 2018 - June 2019), please specify to whom and for how much:

Organisation	Amount applied for/received	Purpose of funding
<i>e.g. Selwyn District Council</i>	<i>\$200</i>	<i>Facility hire from July - September</i>

I hereby declare that the above information is correct. If the application is successful, my group agrees to provide within one month after the project/initiative/event has taken place:

- a) A full report on the project/initiative/event (report template provided)
- b) A selection of 5 photos with permission to be reproduced for Selwyn District Council promotions
- c) An expenditure return

Signed:

Designation:

Group:

Date of Application:

Please return completed application to: selwyncommunityfund@selwyn.govt.nz

Schedule C: Annual Residents Group Details Update



TO ALL SELWYN RESIDENTS GROUPS

ANNUAL RESIDENTS GROUP DETAILS UPDATE

In order to ensure we have the most correct and up-to-date information, would you please complete the form below and return by mail or email to:

Community Services and Facilities
Selwyn District Council
PO Box 90
ROLLESTON 7643
committees@selwyn.govt.nz

It would be appreciated if this could be attended to and returned prior to the 1st June.

Full Name of Residents Group:

Chairperson's Name:

Address: Council Use Only

Please include your post code

Phone; Council Use Only

Email: Council Use Only

Secretary's Name:

Address: Council Use Only

Please include your post code

Phone; Council Use Only

Email: Council Use Only

Admin Grant; (Please tick one)

*Yes we would like to be considered for the Resident Group
Administration Grant*

☐

*No we do not want to be considered for the Resident Group
Administration Grant*

☐

[illegible]

Schedule D: Accountability Form

The following is the content of the Accountability Form for recipients of Selwyn Residents Group Fund to report back on how the grant was used:

Grant Details	
Name of group:	
Amount of grant:	
Year of grant:	
Project grant awarded for:	

Financial Details	
<i>Please provide details of how the grant was spent.</i>	
Item	Cost
e.g. Hall hire - 3 days hire at \$100.00 per day	\$300
Total Spent:	

How much did you do?
<i>In the space below, please provide a description of how you used the funds, the activities that took place or the equipment that was purchased. Include photographs and other evidence where relevant.</i>

How well did you do it?

In the space below, please provide feedback from participants, evaluation details or reflections from your group.

Who's better off as a result?

In the space below, please provide a description of the benefits that have been achieved with the use of these funds.

Declaration

This form must be signed by two authorised people from the recipient group.

First contact name			
Position in group			
Email address			
<i>I declare that I have been authorised by my group to complete this accountability form and that the information supplied is correct.</i>			
Signature		Date:	
Second contact name			
Position in group			
Email address			
<i>I declare that I have been authorised by my group to complete this accountability form and that the information supplied is correct.</i>			
Signature		Date:	