



## Guidelines for Applicants

### Schedule A: Community Board Grants Criteria

1. Financial assistance will only be available for locally recognised organisations within the Thames-Coromandel district whose principal functions and/or activities are of a charitable (not-for-profit) nature.
2. Preference will be given, but not limited to, organisations that are registered as an Incorporated Society to qualify for Community Grant funding.
3. Applications will be considered on
  - a. merit
  - b. benefit to the community
  - c. contribution to the achievement of Council Outcomes, and/or contribution to the achievement of Community Board priorities
  - d. total cost of the project, event or funding request and proportion of funding requested as a % of total cost.
4. Where a grant is for an event, the event criteria (outlined in Schedule B) also applies.
5. Financial assistance will only be available for a specific project or for the maintenance of a facility, which is of benefit to the community. Community Grants ***are not*** for the payment of wages/honorariums or usual operational expenditure.
6. Evidence of other fund raising undertaken and commitment of reasonable percentage of own funds to the project or initiative must be provided.
7. Community grants can be used to cover Council-related expense (for example, hall hire).
8. The responsibility of Central Government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding from Central Government.
9. All applications must be accompanied by a statement of financial position for the previous financial year and a budget projection for the next financial year.
10. All applications must declare any conflict of interest that may exist with the Council, if relevant.
11. All successful applicants must acknowledge the support of the Thames-Coromandel District Council on any correspondence, advertising or other publicity material.
12. Applications must be made on the Thames-Coromandel District Council Community Grants Application Form.
13. Late applications will NOT be considered or carried forward.
14. Any Community Grant funds not spent on the project for which the funds were applied for by the close of the Council's financial year must be returned to the Thames-Coromandel District Council unless written approval to retain the funds is obtained from the relevant Community Board.
15. At the completion of the expenditure every successful recipient must provide a detailed expenditure declaration and a report on the community benefit achieved (or similar).

## Council Outcomes

On behalf of the Coromandel Peninsula, the Council will aim to achieve:

- **A vibrant district | He takiwā hihiri**
- **A sustainable district | He takiwā toitū**
- **A connected district | He takiwā tuia**

**What do these Council Outcomes mean?**

### **A vibrant district | He takiwā hihiri**

- The Coromandel Peninsula is a desirable place to live, work and play.
- Our district has thriving, resilient communities.
- We support and encourage culturally diverse and inclusive communities.

### **A sustainable district | He takiwā toitū**

- The Coromandel Peninsula's natural and built environments are managed sustainably and provide a unique sense of place.
- We recognise and celebrate the vital role our natural environment plays in supporting well-being in the District.

### **A connected district | He takiwā tuia**

- Our communities are supported through accessible infrastructure and services.
- We use our influence and networks to advocate for our communities.
- We recognise our relationships and partnerships with the District's iwi and will work towards ensuring they are enduring, effective and valued.

## **Schedule B: Community Board Events Criteria**

Where a grant is for an event, the following criteria applies. This criteria also applies where a community board conducts a specific "event funding" process.

1. Assistance will only be available for locally run community events within the Thames-Coromandel district, whose principal functions and/or activities are of a charitable (not for-profit) nature.
2. Preference will be given, but not limited to, organisations that are registered as an Incorporated Society to qualify for Community Grant funding.
3. The Events fund is not for the payment of wages or honorariums.
4. Only one grant per organisation, per event, will be available in any financial year.
5. Consideration to be given to the viability of the event as a whole and fundraising efforts already shown (for example, Business Plan, marketing strategy).
6. All applications must be accompanied by a statement of financial position (if available) for the previous financial year and a budget projection for the event.
7. Applications must be made on the form available (Community Events Application Form).
8. All successful applicants must acknowledge the support of the Thames-Coromandel District Council on any correspondence, advertising or other publicity material.
9. Any Community Event funds not spent on the project for which the funds were applied for by the close of the Council's financial year must be returned to the Thames-Coromandel district Council unless written approval to retain the funds is obtained from the relevant Community Board.
10. A report on the success of the event and evidence that the grant was spent appropriately to be provided to the Board within three months of the event.