



COMMUNITY DEVELOPMENT SMALL GRANTS FUND 2023/24 Applicants' Guide

 **TE PŪ HARAKEKE**
Community Collective
Manawatū

 **PALMY**TM
PAPAIOEA
PALMERSTON
NORTH
CITY

COMMUNITY DEVELOPMENT SMALL GRANTS FUND 2023/24

The Community Development Small Grants fund is made available by the Palmerston North City Council and is administered by Te Pū Harakeke—Community Collective Manawatū (previously known as the Palmerston North Community Services Council).

Purpose

The purpose of the Community Development Small Grants Fund is to provide funding for essential administration expenses to enable local communities and for-purpose organisations to operate.

Eligibility

This fund is open to:

- local communities and for-purpose organisations,* based in Palmerston North, and primarily providing a service, activity, or project to Palmerston North residents.

It is accepted that groups may pass on some of their costs to those who use their services, however the fundamental philosophy of this grant is that services must be available to all persons regardless of ability to pay.

Exclusions

The following are not eligible to apply:

- Sports clubs, sports service providers or those who are primarily focused on sports initiatives.
- Council controlled organisations
- Proposals which are primarily to promote religious ministry, political or fundraising purposes.

Support Priorities

Priority will be given to services, activities, or projects which:

- contribute to outcomes to achieve goal 2, 3 or 4 of Council's strategic direction:
 - [Goal 2](#): He tāone whakaihiihi, tapatapahi ana, a creative and exciting city
 - [Goal 3](#): He hāpori tūhonohono, he hāpori haumarū, a connected and safe community
 - [Goal 4](#): He tāone tautāiao, an eco-city
- do not receive other forms of operational funding and support from Council including rates remissions or community occupancy, and
- demonstrate a need for administration support:
 - Higher priority will be given to groups which fall within Tier 3 and Tier 4 of the [Charities Services reporting standards](#).
 - Lower priority will be given to groups which have two or more years of operating expenses in their operating reserves.

* **Local communities:** Local communities of identity (eg an ethnic community), interest, or place who have no formal legal structure. These groups must apply under the umbrella of a legal entity.

For-purpose organisations: Charities, social enterprises ([see PNCC policy](#)), incorporated societies and other non-governmental organisations that deliver a public benefit and reinvest all surplus funds into achieving their goals. They should not impose unreasonable restrictions on membership or participation.

Essential administrative expenses include, but are not limited to:

- audit fees and/or financial review costs
- communication costs
- energy costs
- insurance – public liability and assets
- rent and venue hire
- stationery – printing, postage, photocopying
- volunteer expenses – including training, supervision, travel

The following expenses will not be covered:

- individual training expenses or on-going educational costs
- salaries, wages, or any employee expense
- private telephone rental
- food, toiletries, cleaning materials etc.
- capital items - including furniture, equipment, computers, etc.
- bank charges or fees
- expenditure already incurred
- Te Pū Harakeke membership subscriptions
- start-up projects
- activities covered by other PNCC funds

Allocation

A maximum of \$5,000 per successful applicant may be allocated (excluding GST). We anticipate that this fund will be oversubscribed, and applicants are unlikely to receive the maximum allocation.

**If you have any questions, please email
smallgrants@tepuharakeke.org.nz
or phone 06 354 3809.**

GUIDELINES FOR APPLICANTS

Apply online at pncc.smartygrants.com.au/SGF23-24

Contact People

Please provide contact details of two individuals from your organisation who can answer questions about your application.

A member of the allocation panel may get in contact with you to seek further information. Your interviewer will have several groups to consider so it will be helpful to return phone calls or emails promptly.

Please note that some automatically-generated emails from SmartyGrants will go to the email you log in with, which may be different to the contact provided. Please contact us if your login details need updating.

Legal Structure, and Umbrella Organisation Consent

Groups with no formal legal structure may apply for funding, provided they are able to nominate an umbrella organisation which has agreed to receive and administer the grant on their behalf – the umbrella organisation will be legally accountable to Council for the expenditure of the funding.

Please note that 'Charitable Trust' has a different and distinct meaning from 'registered charity'. Your organisation may be one or both of these, or neither.

Some of these questions may not be visible on your application, depending on whether your organisation has a formal legal structure.

Small Grants Fund Criteria

More information about the City's [Strategic Goals is available online here](#).

Groups which receive other operational support from the city council, including but not limited to rates remissions, occupancy

of a council facility, or other funding are not disqualified from the Small Grants Fund, but this will be taken into consideration by the allocation panel when prioritising applications.

Accountability Report

Previous applicants must complete the Accountability Report through SmartyGrants for their previous grant by 31 May 2022. If you do not have access to this report, please email smallgrants@tepuharakeke.org.nz.

Communities You Work With

This may include geographic communities, specific age ranges, ethnic communities, or other communities of interest.

Commitment to Te Tiriti o Waitangi and its Principles

Please describe the ways in which your organisation seeks to honour Te Tiriti o Waitangi in your work. This may include, but is not limited to:

- Māori and/or mana whenua representation throughout the organisation
- Reflection of Te Tiriti o Waitangi in your mission, goals, and policies
- Appropriate consultation and partnership with mana whenua
- Ensuring your team have appropriate training on Te Tiriti o Waitangi and cultural competencies

Financial Details

Please complete financial details accurately. If there has been a change in demand for your service, it would be advantageous to explain this change.

Please note that if your organisation is successful, the grant will be for 1 July 2023 - 30 June 2024 financial year.

Expenditure

You can add or remove rows from the expenditure table by using the (+) and (-) buttons on the right.

Supporting Documents

Groups will be required to provide each of the following documents:

- Most recent Statement of Service Performance or audited/reviewed financial accounts
- A statement of income/expenditure (not more than three months old)
- Copies of all account balances (front page of statement or screenshot, only showing total, not transactions)
- An operational budget for the current financial year

Reporting

Groups are required to provide an accountability report for grants received from this fund. Details of how to submit this accountability will be provided to successful organisations. The report needs to include the amount of money granted, actual projects/items funded, and what the grant achieved.

Applications close at midnight Wednesday 31 May 2023.

The allocation panel will meet in mid-July to consider applications. An assessor may be in touch after the closing date and before this meeting to seek further information.

The allocation panel's decision is final.