
Whanganui Rural Community Board Grant Fund Policy

The objective of this Policy is to set out the process for offering grants to Whanganui's rural communities, in line with the Whanganui Rural Community Board's strategic plan, *Rural Directions 2020-2030*. This policy outlines the criteria for the Rural Community Grant Fund.

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1. This initiative is designed to act as seed funding for larger projects, or funding to enable small and nimble projects to get underway. With this in mind, funding allocations are capped at \$1000 per project/event or application.
 2. The Community Board will allocate the Grant Fund in a manner consistent with the objectives of this policy, the focus areas in *Rural Directions 2020-30*, and the conditions listed on the application form.
 3. Applications are required for any Grant Fund and each application is to be made on the official [Rural Community Grant Fund Application Form](#) and be accompanied by all information requested on the application form.
 4. Incomplete, late, or non-complying applications will not be processed. Application deadlines will be provided on the Grant Fund page on Council's website.
 5. Priority will be given to community organisations, charities, not for profit societies, iwi, marae, schools, and social enterprises.
 6. Priority will be given to proposals which are consistent with or contribute to the Community Board's six focus areas:
 - Community partnerships
 - Rural economic growth
 - Infrastructure
 - Community wellbeing
 - Communication
 - Representation
- And:
- fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - are likely to succeed;
 - are family-friendly;
 - at least 50% co-funding is provided, and this may include volunteer and staff time
7. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable or that promote unhealthy behaviours;
 - commercial activities, unless of direct benefit to the local community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the local community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);

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- applicants who have failed to successfully submit a Project Report for a project funded within the last three years.
8. Applications for projects/events that occur **annually** may request funding for the current financial year only.
 9. Applicants must demonstrate that they are able to deliver to the level as agreed upon and are willing to collaborate or partner where appropriate.
 10. Applicants wishing to undertake projects on Council-owned/administered properties must comply with any relevant Council Policies and Guidelines.
 11. Applicants may be required to attend a Community Board meeting in which the application is heard to provide supporting information to the Board.
 12. All recipients of grant funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Grant funds will not be provided until both parties have signed the agreement.
 13. At the completion of a project that received grant funding, recipients are required to complete a short Project Report in the provided template. These reports must be received no later than three months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of three years.
 14. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project/event.
 15. All successful applications may be subject to a review of the use of the grant funding. This review may include finance, service quality, and inclusiveness of the project/event.
 16. Any issue that could jeopardise the completion of the project/event or the reporting must be reported to Council democracy staff as soon as possible.
 17. Council staff will prepare an annual report for the Community Board to review the funding programme.