



Funding Application
Quick Response up to \$500
APPLICATIONS CONSIDERED AS RECEIVED

| | |
|---|--|
| 1 Name of applicant organisation | |
|---|--|

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|-------------------------------------|
| 2 What are you applying for? |
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| 3 Describe your project here <i>(only attach a separate sheet if there is insufficient room here)</i> |
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| 4 Date of Project? | |
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5 Budget

- If you are registered for GST do not include GST in these costs.
- Show all income sources including those not yet confirmed.
- List the full income and expenses of your project. Provide a complete project budget on a separate page if necessary.

| Expenditure (Project Costs) | \$ | Confirmed income / other grants (How you plan to fund the project) | \$ |
|----------------------------------|----|--|----|
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| | | Unconfirmed income / other grants applied for: | \$ |
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| | | | |
| | | | |
| | | Plus contribution from own funds: | \$ |
| Total cost of project is: | \$ | Total income of project is: | \$ |
| Surplus / Deficit | | | \$ |

6 Amount you are applying to council for? \$

7 Have you supplied quotes for all costs? Yes No

8 If there is any income (profit) raised through the project what will it be used for?

9 Committed Funds

If your latest financial accounts show substantial funds are on hand or invested, you must provide detail as to what the purpose of the held funds is:

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| 10 Summarise your fundraising efforts for this project: |
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| 11 How will future funding be obtained? |
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| 12 How will the project benefit our community? |
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|----------------------------------|--|
| 13 How many will benefit? | |
|----------------------------------|--|

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| 14 How many active participants are there? <i>(if applicable)</i> | |
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|--|--|
| 15 Estimate the number of volunteer hours involved in this project: | |
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| 16 How many people belong to the organisation applying? | |
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| 17 Promotion How will the event / service / facility be marketed / advertised? |
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| 18 Please add anything else you wish to that may aid your case for financial assistance for this project. |
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| 19 How long has your organisation been operating? | |
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| 20 What is the legal status and purpose of your organisation? | |
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| 21 For Community Services applications, please outline some of your organisation's achievements during the last 12 months? |
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| 22 Is your organisation registered with the Charities Commission? | | | | | | | |
| If Yes, please enter your registration number | C | C | | | | | |

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|--|--------------|---------------|----------------------------|-------------------|
| 23 The Council requires public acknowledgement of any funding assistance it gives. Please indicate how this will be achieved if your application is successful?. Circle as many as applicable | | | | |
| Newsletter | Website | Use TDC logo | Public Address/Opening | Media Advertising |
| Signage | Publications | Annual Report | Use TDC Promotional banner | |
| Other? | | | | |

| | | | | | | | |
|---|--|--|---|--|--|---|--|
| 24 Is your organisation registered for GST? | | | | | | | |
| If Yes, what is your GST number? | | | / | | | / | |
| A Council grant is classed as a donation and has no GST included in it. | | | | | | | |

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| 25 Bank Account Details | |
| <ul style="list-style-type: none"> Record the bank account details to which payment for successful applications will be direct credited. Verification must be attached, eg bank deposit slip / top of bank statement. | |
| Account name: | |
| Account Number: | / / / |

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|------------------------------------|--|
| 26 Address of Organisation: | |
| | |
| Postal Address: | |
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| 27 Contact details of one person from the organisation who can provide more information if required? | |
| Name: | |
| Email: | |
| Phone Number: | |

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| 28 Public Information |
| Please note that the decision on this application will be made public. |

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| 29 Checklist - Please Complete |
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| I have: | Yes / No |
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| Read and understand the attached Community Funding Policy | |
| Attached annual accounts / bank statement for the most recent financial year | |
| Included a full budget | |
| Attached quotes for all costs. | |
| Attached verification of the bank account | |
| I have answered all the relevant questions | |
| The contact person I have named is easily contacted | |
| I have attached an annual report demonstrating the level of activity of the organisation and the number of people to benefit which is a requirement when applying for a community services donation | |

29 Declaration

I declare that the information provided in this application is true and correct, to the best of my knowledge, and that I have the authority to make the application on behalf of the applicant.

I consent to the Timaru District Council collecting the personal contact details provided in this application form, retaining and using these details. I undertake that I have obtained the consent of the contact person to provide these details. I acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

| | | | |
|---------------------------|--|-------|--|
| Name: | | | |
| Position in organisation: | | | |
| Signature: | | Date: | |

Please make a complete copy of your entire application for your information, then send this completed form and all attachments to:

Timaru District Council, PO Box 522, Timaru 7940

Or you may wish to hand deliver or courier to:

| | | |
|---|--|---|
| Timaru District Council 2 King George Place Timaru 7910 | Geraldine Library and Service Centre 78 Talbot Street Geraldine 7930 | Temuka Library, Service and Information Centre 72 King Street Temuka 7920 |
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For help with this form or for more information, please contact:

The Funding Team, telephone 03 687 7200, freephone Geraldine area 0800 484 632, email fundingenquiries@timdc.govt.nz

Community Funding Policy



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|------------------------|--|
| Approved by: | Community Services Committee |
| Group: | Community Services |
| Responsibility: | Community Experience Manager |
| Date adopted: | 20 January 2025 |
| Review: | Every 6 years or as deemed required This Policy does not cease to have effect because it is due for review, or being reviewed |
| Consultation: | Consultation will occur with grant applicants within the past 12 months |
| Policy Type | External Operational |

Policy Purpose

1. To help facilitate the Strategic Direction and Community Wellbeing Outcomes of *Connected Citizens* and an *Enhanced Lifestyle* in the Timaru District via the provision of grants to individuals and local, community and not-for-profit organisations (referred to collectively as community funding); and
2. To outline a framework for the responsible administration of public funds for community funding purposes by Council.

Scope

3. This policy applies to the Funding Categories specified in Appendix 1.
4. Appendix 1 can only be amended by a resolution of the Community Services Committee. Amendments to appendices do not require a policy review or consultation.

Definitions

5. Council: The Timaru District Council.
6. Funding body: The entity that makes the final decision to approve, partially approve, or decline an application, and sets the conditions attached to any successful application.
7. Grant: A conditional gift plus GST as required made voluntarily to a person or organisation to use as specified by the funding body issuing the grant.

Policy Statements

Funding criteria and exclusions

8. The funding provided for under this policy is prioritised for local, community and not-for-profit purposes. It is intended to allow recipients to, via the provision of grants, undertake initiatives for the betterment of the District, and which enhance its wellbeing, opportunities and liveability.
9. The following will be considered by the funding body when making funding decisions (not listed in order of priority):
 - (i) The extent of alignment between the application and the purpose of the particular funding category.
 - (ii) The alignment of the initiative with, and contribution to the fulfillment of, Council's Strategic Direction and Community Wellbeing Outcomes, as stated in the operative Long Term Plan.
 - (iii) The ability of the applicant to successfully undertake the initiative.
 - (iv) The status (i.e. not-for-profit organisation, community group or commercial entity) of the entity making the application, and the intended purpose of the initiative.
 - (v) The number of people in the district that will benefit from the initiative, and the likely extent of their benefit.
 - (vi) The inclusivity and accessibility of the initiative to the public.
 - (vii) The cost-effectiveness of the initiative (measured as cost per expected attendee).
 - (viii) The extent to which the initiative has other income streams.
 - (ix) The extent to which the applicant and/ or similar initiatives has received previous funding, or is currently seeking funding from, Council and/or Council Control Organisations (CCOs).
10. Initiatives seeking funding should be located within the Timaru District. However, the funding body can, at their discretion, approve applications where they are satisfied on reasonable grounds that the initiative will provide a demonstrable benefit to the District or its communities without it being located within the District.
11. The following items are excluded from being funded via this policy:
 - (i) Debt servicing or re-financing costs.
 - (ii) Initiatives where the primary purpose is to promote religious ministry, political objectives, or commercial or profit-oriented interests.
 - (iii) Initiatives that promote behaviours that are detrimental to public health, such as harmful levels of alcohol consumption, or tobacco/ vape consumption.
12. Temporary traffic management may only be applied for via the Event Traffic Management Fund.

Application process and requirements

13. All applications must be submitted using the Council-approved template.
14. Applications will be screened by Community Funding staff as they are submitted to ensure that they are within scope of the funding category that they are applying for. If they are clearly not within scope, the applicant will be advised that their application will not progress and alternative funding avenues suggested to them. If they are within scope or is there is any doubt as to whether they are, they will be placed before the relevant funding body for consideration.

15. Late applications may be accepted at the discretion of the funding body.
16. The decision of the funding body is final and cannot be appealed. Applicants are able to request feedback to assist with future applications.
17. Approval of funding does not constitute approval from Council, nor waive the requirement, for any other relevant approvals that are within Council's control, such as building or resource consents, temporary road closure approvals or traffic management plans.
18. Any initiative held at a Council-owned facility will be required to hold public liability insurance. Applicants may seek funding for this as part of their application. Applicants may purchase Council's public liability insurance through the bookings process, or make their own arrangements.

Payments and Finances

19. Grants will be paid in full at the earliest possible time following acceptance, unless grant progress payments have been agreed.
20. Grants will be paid directly to the applicant, unless the funding category explicitly provides otherwise.
21. Specific conditions, additional to standard conditions, may be imposed by the funding body. If this is done, it will be documented in a funding agreement between Council and the grant recipient.
22. Any unspent funds that are not spent for the approved purpose must be returned to Council. Any unspent funds must be returned with the acquittal within two months of the initiative being completed.
23. Any credit balances at the end of the financial year for each funding category are carried forward and added to the following year's allocation.

Acquittals

24. All successful applicants are required to complete, to the satisfaction of Council, an acquittal report based on a Council-provided template, within two months of the completion of the funded initiative. An acquittal report is also required when an initiative is cancelled, for any funds that have been spent.
25. Failure to provide an acquittal report, or to provide one to Council's satisfaction, may affect the applicant's ability to apply for subsequent funding.
26. Council may, at its discretion, seek to recover funds that have not been spent in accordance with the recipients' application and/ or funding agreement.

Change of circumstances after funding received

27. If a recipient seeks to re-purpose funds:
 - (i) A request must be made in writing to Council outlining the circumstances, prior to any re-purposing occurring.
 - (ii) The funding body will determine if the funding can be re-purposed, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.
28. If an initiative is deferred:

- (i) Council must be notified at the earliest opportunity.
- (ii) The funding body will determine if the funding can be retained, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

29. If an initiative is cancelled:

- (i) Council must be notified at the earliest opportunity.
- (ii) Unspent funds must be returned to Council.

Advertising/ promotions

30. All successful applicants are required to proactively acknowledge Council's financial support in promotional material associated with the initiative – for example on a website, tickets, or logo boards – and in media enquiries.

31. All initiatives as required to be promoted as smokefree and vape-free.

Privacy and access to information

32. Application forms and acquittal reports provided to Council will become official information, and therefore subject to the Local Government Official Information Act 1987. There are very limited grounds for withholding this information if it is officially requested. If recipients have any concerns about the information they intend to provide, please discuss this with the Community Funding Advisor to ensure a common understanding prior to submitting an application.

33. Application forms and acquittal reports may be made publicly available in Council agendas, without redaction. Council agendas are made available on the Council website and in Council facilities, and are retained in perpetuity.

34. Funding bodies may consider applications and make funding decisions in meetings that are not public-excluded.

35. Council may proactively publicise to the public the names of funding recipients, the amounts received, and the initiative/s that are being funded. Reasons for approval or declination may also be publicised. For example, this could be via Council's website or media release.

36. Council will manage the information it receives in line with its privacy policy; see: <https://www.timaru.govt.nz/site-info/privacy>

Conflicts of interest

37. Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. Any possible conflict of interest (or perception of a conflict of interest) should be noted in their application, to the best of their knowledge, to ensure any necessary steps can be taken to mitigate this.

38. Impacted members of funding bodies or Council officers are also required to declare any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.

39. Financial or non-financial conflicts of interest will be managed in line with Council's Standing Orders.

Monitoring

40. This policy will be monitored in line with Council's Policy Monitoring Framework.

41. Indicators of whether this policy is achieving its stated purposes include:

- (i) The quantum of funding awarded.
- (ii) The number of applicants for individual funding categories, and in total.
- (iii) The amount of unawarded funds for individual funding categories, and in total.
- (iv) Feedback from applicants and the wider community and not-for-profit sector.
- (v) Recommendations from internal or external audits.

Reporting

42. The Community Services Committee will receive an annual report about the operation and effectiveness of this policy and associated funding categories.

| Delegations, References and Revision History | | | | | |
|--|------------------------------|--|--|--------------------|----------------|
| Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy | | | | | |
| Location in Delegation Manual | | Delegation | | | |
| 4.7.15 | | To make funding decisions for the NZ Representative and Quick Response funding categories: The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority | | | |
| References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures) | | | | | |
| Title | | Relevant Reference within Document | | | |
| N/A | | | | | |
| Revision History Summary of the development and review of the policy | | | | | |
| Revision | Owner | Date Approved | Approval By | Next Review | Doc Ref |
| V1 ¹ | Community Experience Manager | 20 January 2025 | Chairperson Scott, under delegated authority from the Community Services Committee | January 2031 | #1584961 |

¹ This policy supersedes both the "Donations and Loans Policy" and the "Youth Initiatives Policy".

Appendix 1: Funding categories

| Funding category | Who can apply | Purpose and Requirements | Funding Body | Funding Rounds |
|--|---|--|---|--|
| Youth Initiatives Fund (\$10,000 per annum) | <ul style="list-style-type: none"> • Community groups • Individuals • School groups • Social enterprises | This fund supports activity-based projects catering to youth aged 12-25 Examples include: <ul style="list-style-type: none"> • Arts and cultural programmes • Youth Festivals • Music and drama activities • Outdoor activities • Environmental initiatives • Leadership skills and career development • Youth led peer support groups | Youth Initiatives Subcommittee of the Timaru District Council | Two rounds per year February September |
| Community Local Event Fund (Up to \$10,000 per application) | <ul style="list-style-type: none"> • Community Organisations with a formal legal structure, including incorporated society, trust, and companies | Designed for one-off community-empowering events located in the Timaru District Examples include: <ul style="list-style-type: none"> • Sports & recreational events • Arts and cultural events | Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council | Two rounds per year April October |

| | | | | |
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| <p>Community Development Fund</p> <p>(Up to \$30,000 per application; subject to availability)</p> | <ul style="list-style-type: none"> Community Organisations with a formal legal structure Not-for profit organisations | <p>This fund supports initiatives that enhance the quality of life in communities</p> <p>Examples include:</p> <ul style="list-style-type: none"> Ongoing community services (e.g., operating costs) Rural community halls (e.g., heaters) Heritage protection project <p>Confirmation letters or meeting minutes need to be provided</p> | <p>Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p> | <p>Two rounds per year</p> <p>April</p> <p>October</p> |
| <p>New Zealand Representative</p> <p>(Up to \$500 per application)</p> | <ul style="list-style-type: none"> Individuals (NZ citizen and permanent resident) Community groups | <p>This fund supports individuals or groups who have been selected or have qualified to represent New Zealand at international event</p> | <p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p> | <p>Permanently open</p> |
| <p>Quick Response</p> <p>(Up to \$500 per application; limited to a maximum of \$3,000 per annum)</p> | <ul style="list-style-type: none"> Individuals Community groups | <p>The purpose of this fund is to assist community groups with situations that fall outside the normal funding rounds, or are emergencies or unforeseen, subject to an eligibility assessment. Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Timaru District</p> <p>Examples include:</p> <ul style="list-style-type: none"> Events open to the public Cultural celebrations Crafts Catering | <p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p> | <p>Permanently open</p> |

| | | | | |
|--|---|---|---------------------------------|-------------------------|
| <p>Event Traffic Management Fund (\$100,000 per annum)</p> | <p>Organisations with a formal legal structure, including incorporated societies, trusts, charities and companies</p> <ul style="list-style-type: none"> • Schools, and associated groups and committees | <p>The purpose of this fund is to assist community events with the cost of traffic management, where this cost would otherwise be prohibitive for the event to proceed.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Commemorative events • Cultural celebrations • Sporting events <p>Funding is conditional upon an approved application for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>Council will transact directly with the traffic contractor on behalf of successful applicants.</p> | <p>Infrastructure Committee</p> | <p>Once per quarter</p> |
|--|---|---|---------------------------------|-------------------------|