

2019-20 Community Investment Fund Guidelines

1.0 Introduction

1.1 Nelson City Council has been working in partnership with community organisations for many years through the provision of Community Investment Funding grants and agreements. This funding allows Council to support the community and local organisations to deliver programmes and activities that meet specific local needs.

Funding allocations are made by the Community Investment Funding (CIF) Panel, which has the delegation to make funding decisions on behalf of the Community Services Committee. The objective of the fund is to deliver social development outcomes, although it does not include funding arts, recreation and events. The Community Investment Policy can be reviewed at

<http://www.nelson.govt.nz/services/community/funding/community-investment-funding/community-investment-policy-2017>

2.0 Available Funding

2.1 A total of approximately \$320,000 is allocated to CIF each year. In most years of the funding cycle, the community investment panel are able to consider and award multi- year funding agreements. Due to the high number of multi-year funding agreements awarded in 2018/19 there will only be one contestable funding round for grants this year as outlined below. Council has therefore decided to allow grants to be awarded up to \$5,000 for one year.

2.2 \$71,393 will be available for grants of up to \$5,000 each for one year through a contestable funding round.

3.0 CIF Agreements

3.1 This year there is no contestable funding round for agreements.

3.2 Accountability reports for existing agreements are due 1 May, where recipients will need to forecast the last two months of their agreement expenditure. Reports are due at <http://nelson.govt.nz/services/community/funding/community-investment-funding/>

4.0 CIF Grants

4.1 Grants are for a maximum of \$5,000 each.

4.2 Applications open 1 May at <http://nelson.govt.nz/services/community/funding/community-investment-funding/>

4.3 The CIF Panel will meet and allocate funding in August and applicants will be advised of the outcome shortly after.

4.4 Successful grant applicants will be offered a grant letter in September, specifying the purpose of the grant, payment and reporting processes.

4.5 Funding must be spent by 30 June 2020.

4.6 Grant accountability reports are due 31 March 2020, where recipients will need to forecast the last three months of their grant expenditure. Reports must be submitted online at <http://nelson.govt.nz/services/community/funding/community-investment-funding/>

5.0 Timeline and Process

May	- Grant applications open at http://nelson.govt.nz/services/community/funding/community-investment-funding/ on 1 May
June	- Grant application period closes on 17 June
August	- CIF panel review grant applications and allocate funding - Applicants advised of outcome of grant applications
September	- CIF grant documentation and funding distributed

6.0 Funding Criteria

6.1 Projects/activities must align with the 2018/19 Contribution Areas and Priorities, Council's Community Outcomes, Nelson 2060 / Long Term Plan. See the last page for links to these documents

6.2 Organisations must have registered charity status with Charities Services (<https://charities.govt.nz/>), or be able to supply a tax exemption certificate to show they are considered 'non-profit'.

6.3 Non-profit organisations without this status can nominate an umbrella organisation with this status who has agreed to receive and administer the funds on their behalf. In this case the umbrella organisation would be legally accountable to Nelson City Council for the expenditure and outcome measures of the project.

6.4 In recognition of a desire to support innovative partnerships and increased outcomes, organisations can submit more than one application for consideration as long as the “other” application is in partnership with multiple organisations or partners, demonstrating collaboration to achieve outcomes.

6.10 A preference will be given for projects/activities which show an element of working in partnership, both toward funding and delivery. This may include working with other not-for-profit organisations, funders or sponsors.**6.5** Applications cannot be altered once they are submitted.

6.6 Late applications may be considered at the discretion of the Community Investment Funding Panel, but in general will not be accepted.

6.7 Retrospective funding will not be considered.

6.8 Projects/activities must have a social development focus.

6.9 The project/activity must provide a public benefit and be open to members of the public within the Nelson City boundaries or benefitting Nelson residents.

6.11 Other factors that will be considered are:

- The value of the project to the community in comparison with the cost to Council.
- The level of wider community involvement in the project.
- The past achievements or potential of the organisation.
- The ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
- Contribution to other Council policies/strategies.

6.12 Successful applicants must acknowledge Nelson City Council support in their annual accounts and in promotional material wherever possible.

6.13 What won't be funded:

- Individual people.
- Individual businesses, government agencies or departments, or political parties.
- Duplication of existing public or private programmes operating close to each other.
- Purchase or improvement of privately owned facilities.

- Funding activities that involve any alcohol, tobacco, illegal substances and gaming.
- Expenses incurred out of the region such as transport or accommodation.
- Professional fundraising services.
- Activities already completed.
- Projects already funded or part-funded by Council.
- Public services that are the responsibility of central government (e.g. core education, primary health care).

8.0 Accountability

8.1 All successful recipients will be required to submit accountability reports, documenting how they achieved what they set out to.

8.2 Any organisation that fails to submit accountability reports and/or has not spent the money in accordance with the application/grant requirements will receive written notice asking them to rectify the situation. If Council does not receive an adequate response, the organisation may be asked to return all or part of the funding received.

8.3 Any organisation that fails to submit acceptable accountability reports may no longer be permitted to receive community assistance funding in the future.

9.0 CIF Contribution Areas and Priorities

1. Wellbeing and Social Development - Enabling individuals, families and communities to flourish.

Priority focus:

To support projects and organisations that will:

- Increase connection across our local communities and neighbourhoods
- Increase access to services for residents of Nelson City
- Support growth of wellbeing for residents of Nelson City

2. Children / Youth / Families - Supporting our young people and those that care for them to thrive.

Priority focus:

To support projects and organisations that will:

- Increase participation of children / young people and families in local neighbourhoods / communities
- Increase children / young people and families to express their cultural identity in their local neighbourhoods / Communities

3. Older Adults - Supporting our elders to access appropriate services and to engage and participate fully in our community.

Priority focus:

To support projects and organisations that will:

- Increase connection
- Increase participation in local communities and neighbourhoods
- Increase access to technology that will support increase connection

4. Social Cohesion - Increasing inclusiveness and community participation through connection.

Priority focus:

To support projects and organisations that:

- Are led by residents in local neighbourhoods and communities.
- Strengthen local neighbourhood, increase a sense of belonging locally
- Increase connection in a local neighbourhood
- Enable diversity to be expressed locally

5. Learning and Development - Supporting the capability of our community to succeed through increased skills and knowledge.

Priority focus:

To support projects and organisations that will:

- Deliver community learning opportunities to meet a clearly defined community need
- Increase the literacies of our neighbourhoods and communities

6. Diverse Communities - Empowering our diverse communities.

Priority focus:

To support projects and organisations that will:

- Enable expression of identity and increase connection
- Celebrate diversity
- Enable newcomers and new migrants to connect

Council's Community Outcomes

<http://nelson.govt.nz/council/council-structure/community-goals-for-nelson-whakatu/community-outcomes-3/>

Nelson 2060

<http://nelson.govt.nz/environment/sustainability/nelson-2060>