



Guidelines for Applicants

Thames Community Board Grants Criteria 2018

Applications will be considered for the following:

Local economic or social development projects, community, sporting, recreational and cultural events.

An event:

If the application is for a public event, the applicant must demonstrate the organisation will comply with all legislative and regulatory requirements to hold the event (e.g. resource consents, permits, health and safety, traffic management plans etc.)

A project:

If the application is for a project, the organisation must demonstrate that; it has been accurately costed, with quotes if necessary; meets the requirements of the relevant Council policies/regulations/consents; meets all health and safety and traffic management plan requirements.

The criteria which applies for Community Board Grant funding is as follows:

1. Financial assistance will only be available for locally based and recognised community organisations within the Thames Community Board Area whose principal functions and/or activities are of a charitable (not-for-profit) nature and occur within the Thames Community Board Ward area.
2. Preference will be given, but not limited, to organisations that are registered as an Incorporated Society or Charitable Trust.
3. Any applicant who has received community grant funding previously and has not completed reporting requirements as per the funding agreement, will not be eligible to apply for further funding until all reporting requirements have been met.
4. Only one grant application per project/event will be considered per financial year per organisation.
5. Applications will be considered on:
 - a. Merit
 - b. How the proposal positively contributes to the Thames area
 - c. Viability of the project including the ability of the organisation to successfully undertake/complete the event or project.
6. Grants are not for the payment of wages or honorariums but may be used to cover consultancy expenses and associated administration costs.
7. Favourable consideration will be given to applicants that can provide evidence of other investment or fundraising undertaken toward the event/project. 'In kind' contributions are also seen as a valid contribution.

8. Community grants can be used to cover Council-related expenses (for example, hall hire, consent fees, safety barriers etc.)
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 Board grants application form.
13. Successful applicants will be permitted to retain the funds for expenditure in the following financial year in the event the application is approved within six months of the Council's financial year.

If an application is approved within the first six months of the Council's financial year, any funds not spent on the project or event for which the funds were applied for by the close of the Council's relevant financial year must be returned to the Thames-Coromandel District Council unless written approval to retain the funds is obtained from the Thames Community Board.

14. All successful applicants must provide a detailed expenditure declaration and a report on the community benefit achieved.

For further information contact:

Thames Community Manager or the Thames Area Administrator

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