

# APPENDIX A



## Information about the Community Grant Scheme

Kāpiti Coast District Council is pleased to open its Community Grant Scheme for Grants of up to \$2,000 are available to support community based projects, programmes and events which contribute to achieving positive social outcomes for people living on the Kāpiti Coast District<sup>[1]</sup>.

### Who can apply?

Any organisation or group applying for the grant must;

- be **not-for-profit**;
- provide a local service that contributes to community wellbeing and development;
- be **responsive** to an identified need

### What are the conditions?

The Community Grant will be designated to the purpose of one or more of the following outcomes:

1. Building resilient, sustainable communities
2. Encouraging greater community participation
3. Improving the quality of life of the participants
4. Working in partnership with a range of community groups, including iwi.

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<sup>[1]</sup> The Kāpiti Coast District boundaries cover Paekākāriki to the South and Ōtaki to the North.

### **What can the grant be used for?**

Funds can be used for:

1. Seeding grants.
2. New programmes, projects or events.
3. Improvements or enhancements to existing programmes.
4. Skill development of programme participants.
5. Training needs of workers.
6. Publicity or education material directly related to the aim of the programme.
7. Equipment which is necessary to achieve the outcomes of the programme, specified in the application.
8. Transport services where some disability is involved.
9. Transport to events where some disability is involved.
10. Administration costs.

### **What can't the grant be used for?**

Funds cannot be used for:

- A. Purposes that do not directly relate to the social activity/programme or event outlined in the application.
- B. Sports, fitness, leisure and arts activities (where these are covered by other Council funding schemes).
- C. Significant capital expenditure and infrastructure costs (i.e. buildings and facility improvements) that are subject to depreciation.
- D. Ongoing costs where the applicant is not meeting any of the costs.
- E. Rent, subscriptions or wages not directly related to the project, programme or event
- F. Travel, (excluding point 8 and 9 of what the above section)
- G. Debt servicing.
- H. Project or programmes which have already occurred.
- I. Catering and alcohol costs.

### **What happens after I have submitted my application?**

- All applicants will receive an acknowledgement email on receipt of their application.
- All applications will be assessed by a council officer based on the criteria set.
- Eligible applicants will be invited to speak to their application at the Grants Allocation Committee meeting. A Council officer will allocate a timeslot for this.
- An officer report will be written to help the Grants Allocation Committee to make funding decisions.
- The final decision on allocation of funding is made by the Grants Allocation Committee members.

It is important to note that applications received after the close date will not be considered. A full report will be available on the Council website at [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

In some cases the committee may be required to make a final decision around eligibility of applications. Applicants will be informed if this is the case.

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