

# *Community Funding Guide*

Version: October 2024

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## About

Our community funding supports local community groups with their mahi for the benefit of everyone in the Whangārei district.

This guide will help you to determine if your group and planned activity are eligible, what you can apply for, and how to apply.

Other support programmes such as the Event Development Fund and Waste Minimisation Fund are separate to the community funding programme and have their own criteria, application process, and contacts.

New criteria and a new funding model came into effect on 1 July 2024.

## Version

This guide may be updated from time to time – always refer to the latest version on our website at [www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

This version was released 3 October 2024.

## Contact us

For all enquiries about Whangarei District Council's community funding, please contact the Community Funding Coordinator:

Email: [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz)

Phone: (09) 430 4200.

## Eligibility

### Eligible activities

We can support:

- events, festivals, parades, exhibitions, tournaments, shows
- programmes, workshops, classes, seminars
- community facilities development and maintenance
- minor operational or running costs for community organisations
- the purchase of equipment for community purposes
- community projects such as community gardens, murals, community signs, pest control, and more as aligned with our Community Funding Priorities.

### Community funding priorities

To be eligible, your application must meet at least one of our Community Funding Priorities:

<b>Arts, Culture, and Heritage</b>	To support and celebrate the history, language, culture, and arts of our diverse communities.
<b>Recreation and Sport</b>	To support and deliver a variety of recreational and sporting opportunities for all ages, abilities, and life stages.
<b>Environment</b>	To support initiatives that <ul style="list-style-type: none"> <li>• make a positive difference to our environment,</li> <li>• enable kaitiakitanga of our taiao,</li> <li>• raise environmental awareness,</li> <li>• support resilience to climate change impacts.</li> </ul>
<b>Community Wellbeing</b>	To support initiatives that <ul style="list-style-type: none"> <li>• enable equitable outcomes,</li> <li>• raise community resilience, participation, and connection,</li> <li>• help create safe, healthy, thriving communities.</li> </ul>

### Applications we won't support

We will not support:

- travel outside of the district,
- mileage reimbursements in general,
- fully catered meals (modest refreshments for workshops and working bees are fine)
- uniforms or other clothing (PPE accepted)
- promotional merchandise
- conference fees

- debt servicing, fines, or legal fees
- trophies, awards, or prize money
- costs that are retrospective (already incurred *or committed to* before funding decisions are made)
- activities or projects:
  - where the primary purpose is to promote religious, political, or commercial activity
  - we consider to be the core business of another organisation or service provider
  - we consider to be the responsibility of central government or other agencies
  - that start before funding decisions are made and paid out
  - where there is sufficient fundraising to cover the cost of the project, such as through ticket sales or other grants received
  - where the activity is a fundraiser for the applicant or a third party.

Organisations that have strong cash reserves beyond 3 months' operating equivalent and high levels of net profits may be seen as a lower priority for funding.

### **Eligible applicants**

For our funding, eligible organisations are those that:

- have a constitution or trust deed,
- have a bank account in the group's name,
- have held an AGM recently in line with its rules,
- exist for not-for-profit or charitable purposes,
- do not have any existing grant obligations with us, and
- are local to the Whangarei district.

These are typically incorporated societies or charitable trusts but can include trusts established under the Māori Land Court or similar, and some Reserve Boards.

Educational organisations can apply if the project is for wider community purposes.

#### **There are some exceptions to this eligibility criteria:**

For the Youth Week Fund and Creative Communities Scheme, individuals can also apply.

### **Setting up a legal entity**

It is easy to set up and manage an incorporated society or charitable trust using the step-by-step guides and templates at the following websites. It costs about \$100 to register a society, and you can get free legal advice from community law providers. Check out the free resources at:

- Community Toolkit – [communitytoolkit.org.nz/choosing-the-right-legal-structure-for-your-group](https://communitytoolkit.org.nz/choosing-the-right-legal-structure-for-your-group)
- Incorporated Societies – [is-register.companiesoffice.govt.nz/help-centre/starting-an-incorporated-society](https://is-register.companiesoffice.govt.nz/help-centre/starting-an-incorporated-society)
- Charities – [www.charities.govt.nz](https://www.charities.govt.nz).

## Supporting local

Our funding is now only available to organisations local to the Whangārei district.

This means having a Whangārei address and existing to support the Whangārei district, which extends from Whangaruru to Langs Beach on the coast, and inland to Pakotai and Waitotira. Check the map to see if you are in the district:

[www.google.com/maps/place/Whangārei+District](http://www.google.com/maps/place/Whangārei+District)

Some local organisations may be affiliated under a regional or national body. Such organisations will ideally track their own finances locally and have a clear local presence as above.

Organisations from outside of the district, intending only to visit the district to deliver their project, programme, or event, are not currently eligible for funding from us (except to the Creative Communities Scheme).

## Using an 'umbrella' organisation

If your organisation is local but does not meet the other eligibility requirements above, you would need to apply under the auspices of an 'umbrella' organisation that meets the criteria. That organisation will apply on your behalf and will manage the funding for you. This will not limit the umbrella organisation's ability to access funding for their own purposes.

On the application form, the organisation name should be stated as 'Umbrella Group Name for XYZ Group' to make it clear.

## Our funds

The 2024 - 2025 community funding programme offers the following Funds:

### **Whangārei Communities Fund**

- Our main fund suitable for most community purposes.
- Funding of up to \$20,000 for general projects and up to \$100,000 for facilities development and maintenance.
- Open for applications at any time. Applications are considered monthly (except January).

### **Whangārei District Creative Communities Scheme**

- Run on behalf of Creative New Zealand for local arts projects and programs.
- Funding of up to \$10,000.
- This fund has its own criteria, application form, and guidelines, available on our website.
- Open for applications in three funding rounds per year.

## Youth Week Fund | He Iti te Toki

- For young people aged 12 - 24 years old to run their community project or event as part of Youth Week 2025.
- Funding of up to \$2,000.
- This fund has specific criteria and its own application form and process, available on our website.
- Open for applications September 2024 to March 2025.

## District Amenities Fund

- For the operating costs of district amenities that are strategically important, such as our museums, sports hubs, and service providers.
- By invitation only. Fully allocated for the 2024 - 2027 triennium.

## Community Associations Grants

- To support the resident and ratepayer groups, citizen associations, and marae trusts recognised by Whangarei District Council that advocate for and uplift their local community.
- The Grant is \$750 annually for administration costs to support your community mahi. This can include meeting / hui costs, communications / pānui, or honorarium / koha for an administrator.
- To be eligible your organisation must:
  - meet our general eligibility criteria stated in our Community Funding Guide
  - have the primary purpose as stated in your constitution or trust deed to support and advocate for your local community
  - be either place-based or hapu-based within the Whangarei district
  - demonstrate that you are actively engaged with your community, and
  - be recognised by your community and Council as representing your people's voice.
- Open for applications 7 October to 1 December 2024.
- Apply at [wdc.smartygrants.com.au](http://wdc.smartygrants.com.au)

## Project examples

The following are examples of some of the common activities our funding supports, and which fund would be appropriate.

### Community arts project

Firstly, check if your project is eligible under the **Creative Communities Scheme (CCS)**. This is a dedicated funding pool of \$90,000 for community arts projects and events in the Whangārei district that we deliver on behalf of Creative New Zealand.

Grants of up to \$10,000 are available for projects that enable *access to and participation in* a variety of grassroots arts and cultural activities. A unique aspect about CCS is that individuals can apply to this fund.

The Creative Communities Scheme is offered in three funding rounds per year with the following closing dates:

- 1 October 2024
- 24 February 2025
- July 2025

Refer to the CCS Application Guide for full criteria and use the Creative Communities Scheme (CCS) application form to apply.

If your project is not eligible under the Creative Communities Scheme (such as if you are wanting to purchase arts equipment) you can apply to the **Whangārei Communities Fund** for up to \$20,000 (up to \$100,000 if it is for an arts facility).

The key difference between the two options is the strength of the arts component and the level of community involvement in the arts activity. Check the CCS Guide or ask us for advice.

## Events

Groups and individuals can apply to the **Creative Communities Scheme (CCS)** for festivals and events that align with the Scheme's criteria for arts and culture. See Applying for a Community Arts Project above.

For all other community events, an application can be made to the **Whangārei Communities Fund** for up to \$20,000 depending on the size, complexity, and impact of the event.

Most costs associated with running an event can be included in your application, such as venue hire, stage and tech, marketing, traffic management and safety, and performers.

## Facility development or maintenance

The **Whangārei Communities Fund** supports the development, maintenance, and running costs of community-owned facilities in the district, as follows:

- Up to \$100,000 for new builds, renovations, and maintenance
- Up to \$20,000 for minor equipment purchases such as furnishings
- Up to \$2,000 for facility insurance or power costs (if the facility earned less than \$5,000 in income).

Additional funding criteria and requirements:

- Co-funding of 30% is required for requests over \$10,000
- Progress payments and milestone reporting may apply to allocations over \$20,000.
- Priority will be given to existing facilities and facilities in progress (over new developments)
- Priority will be given to facilities with building insurance (for requests over \$10,000).

To access the higher levels of funding offered, you will need to have a good business case with plans, costings, quotes, photos, evidence of community support, and anything else to support your proposal. We do not require multiple quotes.



## Community Loans

In addition to this grant funding, a **Community Loan** is another way to support community facility development projects:

- Zero interest loans
- Borrow up to \$100,000
- Max. 8-year term
- Security may be required
- Co-funding of 50% required (can include a grant from us)
- Must demonstrate ability to repay the loan.

Contact us if you would like to discuss making a community loan application.

## Operating (running) costs

The **Whangārei Communities Fund** can provide modest support for operating or running costs, such as wages for community coordinators, lease of premises, utilities like power, and other general operating costs.

We expect that most applications in this category to be seeking under \$10,000, and able to demonstrate a genuine need for the support (e.g., a temporary funding gap).

For facilities for hire such as community halls, we expect that income from hire or bar income is generally sufficient to support the running of the premises, so we offer a maximum of \$2,000 for facilities running costs for those that earned less than \$5,000 in their most recent financial year.

## District Amenities Fund

We also offer dedicated multi-year operational funding through the **District Amenities Fund** for organisations that are of strategic importance and value to the district, such as our museums, sports hubs, and essential community service providers.

This fund offers higher levels of support and as such we expect greater levels of accountability reporting and benefit for the Whangārei community.

The District Amenities Fund is not for everyone. Eligible groups are likely already known to us and have an existing funding relationship with us through the Whangārei Communities Fund.

This Fund will next be offered in 2027.

## Youth-led projects for Youth Week

The **Youth Week Fund | He Iti te Toki** supports young people aged 12-24 to deliver a community event or project to celebrate Youth Week, with grants of up to \$2,000.

This fund is specifically for young people to apply to for activities that they are leading themselves (with support from a local community organisation). Projects must provide benefit to the community, rather than to individuals.

This Fund is about inspiring our future leaders and celebrating the talents, passion, and success of local young people.

The **Youth Week Fund | He Iti te Toki** is open October to March, for Youth Week in May.

To be eligible to apply:

- you must be based in the Whangārei District
- aged between 12 and 24
- your event or project must happen in the Whangārei District and during Youth Week in May
- the event or project must be youth-led. You can have support from an older adult or organisation, but the idea and the mahi must be yours.
- your event or project must provide a positive impact for local young people or the wider community.

### Other options for youth projects

Applications can also be made to the **Whangārei Communities Fund** and, if arts related, the **Creative Communities Scheme**. There are no age restrictions on these funds, but general eligibility must be met.

### Applying for something else

The **Whangārei Communities Fund** can support a wide variety of community initiatives such as delivering community workshops, buying or hiring equipment, supporting a community clean up, and more – in line with our Community Funding Priorities (see Eligibility).

Eligible groups can apply for up to \$20,000. Co-funding of 30% is required for requests over \$10,000.

If you're not sure on whether your project fits our criteria, please contact the Community Funding Coordinator via email [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz) or phone (09) 430 4200.

For examples of recently funding projects, see the appendix.

## How to apply

### SmartyGrants online grants portal

We are in the process of moving to the SmartyGrants online funding platform. By January 2025, most funding rounds will be managed through SmartyGrants.

The first fund on offer through the portal is the Community Associations Grant:

[wdc.smartygrants.com.au](http://wdc.smartygrants.com.au)

Until otherwise stated, all other funds are open for application through Council's website:

[www.wdc.govt.nz/funding](http://www.wdc.govt.nz/funding).

### Registering your organisation on SmartyGrants and SmartyFile

After creating your personal login for SmartyGrants, you'll be able to register your organisation in the SmartyFile system using your NZBN number (found on your certificate of incorporation or charities status, or by searching in these registers).

Registering enables you to administer your organizational profile, upload commonly used documents, manage user access for your organisation, manage current and previous grant applications, and keep track of grant reporting obligations.

This is particularly useful for organisations that struggle with record keeping, use personal email addresses for organisational business, and that have regular changes to their committee or board.

Help is available online at the SmartyGrants link above.

## **Prepare your application**

All funding is contestable, so you should make sure your application is strong and competitive.

Strong proposals will clearly outline the need for the project, the benefit it brings, why the money is needed, and why the application should be supported.

Most applications will ask you the Who, What, When, Where, Why, and How of your project:

1. **WHAT:** Tell us what your project is about and what you want to do.
2. **WHO:** Tell us in detail about the intended beneficiaries of this project. Include who and how many.
3. **WHEN:** When will your project take place (start and end dates)?
4. **WHERE:** Where will your project take place?
5. **WHY:** What difference will your project make and why should it be funded?
6. **HOW:** Briefly describe how this project will be delivered and how you will ensure its success.
7. **HOW:** Describe how your project aligns with and contributes to our funding priorities.

Focus on the specific items or purpose that you are applying for and only a small portion on your organisation's mission. It is easy to get carried away and have most of your application be about things other than what you are specifically asking funding for.

Gather your supporting information to upload with your application.

## **What happens after you submit your application**

On receiving your grant application, it will undergo some preliminary checks for eligibility and completeness. We will let you know if we need more information to be able to proceed with your application.

Applications that have passed the preliminary checks will then be assessed, graded, and ranked in priority order against the available budget for that month.

Allow 6 - 8 weeks for a decision. It may be shorter or longer than this, depending on the complexity of your application, the volume of applications received, and the cut-off times for our panel – for this reason we advise to allow up to 3 months for an outcome, just in case.

## **GST on grants**

We pay GST on top of grants for organisations that are GST registered.

If you are GST-registered, the amount you are seeking from us and the figures in your budget should be the GST excluded amounts.

If you are not GST-registered, the amount you are seeking from us and the figures in your budget should be the actual cost to you (so including GST if you have a quote that includes GST).

### **Declaration of interests**

It is important to be open and transparent about any potential or perceived conflicts of interests in the project, and you'll be asked to declare these in your application:

**If you, your family or a business you are associated with** stands to benefit financially or materially from a successful application. For example, if the application includes a request for wages that will be paid to you.

**If members of the Trust, their families or businesses** stand to benefit financially or materially from a successful application. For example, if a member of the committee is a contractor who will be engaged to do the work that the grant would pay for.

**If any elected members (Councillors) or staff of Council, or their businesses** are in any way involved with the project or the Trust. For example, if an elected member is on your board or a staff member is providing advice whether in a personal or professional capacity.

Declaring an interest won't affect your application.

### **Supporting information**

You will need to attach / upload some supporting documents to your application.

Include anything useful for us to better understand what you are trying to achieve and why it is important to support. Allow time to gather the information and documents you need.

Supporting information required:

- Latest financial performance report
- Proof of bank account (showing name and number)
- Quotes or other evidence of expenses
- Evidence of community support (see below)
- Photos or images (see below)
- Artist or professional bios (see below)
- Specific documents are required for the Community Associations Grant.

### **Evidence of community support**

Depending on the nature of your application, some evidence of community support is recommended. This could include:

- Letters of support – from organisations that know your community mahi and support the project that you are seeking funding for. This is particularly important if your project is a collaboration: we will want to see that the other parties you mention are on board.
- Unsolicited support such as emails or Facebook comments complimenting you and your activity (or highlighting the problem you're trying to address) can be powerful endorsements to include with your application.
- Data on the people using your services / facilities is also a good indicator of community support.

## Photos and images

Images and photos help set the scene and can often describe your need better than words can. Photos of the crowd or of an activity in action, or the damage you're wanting to fix are all very helpful. For facility development projects, photos, concept plans and / or drawings are usually required.

## Artist or professional bio

For applications seeking funding to engage a skilled professional for a programme or workshop, a brief biography is usually needed. These bios outline the key skills and experience of the person in relation to the activity that you are seeking funding for.

For example, if you are engaging a mural artist to work with young people to deliver a community mural, we would expect to see a bio that shows the artist's creative style and experience, and their experience mentoring young people (police vetting may also be required).

## Other resources

### *Finding other funding opportunities – GEM Local*

We have partnered with Strategic Grants to provide community groups with free access to GEM Local.

GEM Local (Grants Expertise Management System) is a grants database designed for community groups to find relevant grant opportunities, and also offers grant preparation tools and training. The aim is to build your capability and increase your access to funding.

Find out more and access your free subscription at:

[whangareidistrictcouncil.gemlocal.co.nz](http://whangareidistrictcouncil.gemlocal.co.nz)

### *Learning opportunities and resources*

Whether you want to learn how to write a grant proposal, know what it is involved in being a club treasurer, or how to manage volunteers, there are lots of learning opportunities available. Here are a few:

- Whangarei District Council Event planning and support - [www.wdc.govt.nz/PlanEvent](http://www.wdc.govt.nz/PlanEvent)
- Whangarei District Council Community After 5 and other workshops and talks - [www.wdc.govt.nz/WhatsOn](http://www.wdc.govt.nz/WhatsOn)
- Volunteering Northland workshops - [volunteeringnorthland.nz/events](http://volunteeringnorthland.nz/events)
- Volunteering Northland governance webinars - [volunteeringnorthland.nz/organisations/resources/governance-bites](http://volunteeringnorthland.nz/organisations/resources/governance-bites)
- Strategic Grants (GEM Local) workshops, webinars, podcasts - [strategicgrants.co.nz/training](http://strategicgrants.co.nz/training)
- Community Resource Kit - every type of resource or advice you might need - [community.net.nz/resources/community-resource-kit](http://community.net.nz/resources/community-resource-kit)
- Community Toolkit – legal information and resources - [communitytoolkit.org.nz](http://communitytoolkit.org.nz)

- Creative New Zealand toolkits for community arts and artists - [creativenz.govt.nz/development-and-resources/toolkits](https://creativenz.govt.nz/development-and-resources/toolkits)
- Institute of Community Directors (Aus) tools and resources for community leaders - [communitydirectors.com.au/tools-resources/home](https://communitydirectors.com.au/tools-resources/home)
- Institute of Community Directors (Aus) training - [communitydirectors.com.au/training/home](https://communitydirectors.com.au/training/home)
- Funding HQ - capacity building and fundraising - [funding-hq.com](https://funding-hq.com)
- Lead - centre for not-for-profit governance and leadership - [lead.org.nz](https://lead.org.nz)
- Inspiring Communities - community-led development toolkits and training - [inspiringcommunities.org.nz](https://inspiringcommunities.org.nz)
- Exult - training provider, resources, in-house support for not-for-profits - [exult.co.nz](https://exult.co.nz)
- Leaf Cutter – grant writer, fundraiser, and business support - [leafcutter.co.nz/funding](https://leafcutter.co.nz/funding)

Whangarei District Council also offers workshops from time to time to support the community sector.

### Looking for something else?

Let us know what might be helpful to include in the next update of this guide: [funding@wdc.govt.nz](mailto:funding@wdc.govt.nz).

## Appendix – Examples of funded projects

### 2023 - 2024 Whangarei District Council community grant examples

*Not a complete list - for example purposes only*

Recipient	Project	Granted \$
Air Training Corps No 20 Whangarei Branch	Operating costs	\$2,000
Alzheimers Northland	Community Education Workshops 2024	\$3,087
Bream Bay Sports Trust	Have A Go event	\$3,000
Bream Bay United AFC	50th Anniversary - venue hire	\$4,353
Bream Head Te Whara Conservation Trust	Trap servicing and composting toilet	\$6,000
Deaf Action NZ	NZSL in the community	\$6,000
Hikurangi Historical Museum Inc	Strategic Plan development	\$10,000
Hikurangi Rugby Union Football Club Inc	Clubroom improvements	\$12,237
Hukerenui Memorial Hall	Electrical and heating upgrade	\$10,000
It's Up To You CT	Community garden irrigation	\$7,500
Kaurihohore Public Hall Society	Tree removal	\$9,982
Mangakahia Sports and Community Complex	Security cameras and lights	\$9,292
Maungakaramea Sports Club Inc	Clubroom chairs and chiller	\$6,095
Mt Manaia Bowling Club	Timber replacement on greens	\$2,086
Ngunguru Marae Trust	Water tanks clean	\$10,000
Ngunguru Sports and Recreation Society	Fire panel upgrade	\$13,000
NZ Tree Crops Association Inc	NZ Tree Crops Conference Whangarei	\$10,855
Oakura Hall and Reserve Board	Electrical upgrade	\$10,000
ONEONESIX Trust	Music programme for disabled performers	\$6,240
Piroa Conservation Trust	Riparian plant starter packs	\$2,900
Promote Waipu	Christmas Parade	\$5,000
Regent Community Trust	Interior paint, Manaia Baptist Camp	\$2,938
Ruakaka Dog Rescue Trust	Dog desexing programme 2024	\$15,000
Ruatangata Public Hall Society	Tennis courts groom	\$1,000
SeniorNet Bream Bay Inc	Operating costs	\$1,000
Tai Tokerau Artisan Fashion Trust	Fashion Fusion exhibitions	\$5,000
Taurikura Hall Reserve Board	Roller blinds	\$3,767
Te Ora Hou Northland	Children's Day Festival 2024	\$3,700
The Bach (Whangarei) Inc	Operating costs	\$2,000
Waipu Croquet Club	Storage shed; mower service	\$11,000
Whangarei Area Neighbourhood Support	New signage	\$3,600
Whangarei Cat Rescue Trust	Cat desexing programme	\$10,000
Whangarei Croquet Club	Bathroom repair and re-pile	\$15,000
Whangarei Festivals Trust	Skill development workshops	\$6,000
Whangarei Heads Citizens Assn	Chairs for hall	\$3,248
Whangarei Parents Centre	Playground shade sail and security lighting	\$5,798

## 2023 - 2024 Creative Communities Scheme grant examples

*Not a complete list - for example purposes only*

Applicant	Project Title	Granted \$
Bream Bay Combined Arts Group	Winter Workshops	\$2,000
Deaf Action NZ Inc	Equal Voices - using NZSL in theatre	\$6,573
Glass Ceiling Arts Collective	Youth short film project	\$10,000
Glow Show Company Ltd	Badjelly the Witch Glow Show	\$3,500
Hayley Douglas	Crafting Cosplay	\$2,276
Hikurangi Historical Museum	Decorative Arts and Crafts of Hikurangi	\$3,426
Humorous Arts Trust	Friday Laughs at OneOneSix	\$3,239
Joyful Youth Orchestra	3rd Annual Whangarei Concert	\$3,000
Northland Youth Theatre	By The River theatre development	\$3,000
Questionable Research Labs CT	Sandbox Fandom Festival	\$5,680
Samoan Northland Community Inc	Samoa Independence Day - Fiafia night	\$3,000
Starjam Charitable Trust	StarJam Northland Programme 2024	\$4,000
Tomasin Fisher-Johnson	The Tiny Show theatre development	\$3,525
Whangarei Community Life Drawing	Life Drawing Classes	\$3,500
Whangarei Festivals Trust (Fringe)	Fringe Festival free events and NZSL support	\$10,000
Whangarei Library 3.30 Flash Fiction	Changing Landscapes – fiction collection	\$1,700
Whangarei Youth Dance - Rangatahi Kanikani (under WGHS)	Maori Contemporary Youth Dance Workshops	\$3,960