



Tauranga City

Guidelines for Applicants

Community Development Match Fund

What you need to know

1. Fund purpose

The community development match fund provides grants that help to build strong, innovative and vibrant communities through:

- Empowering and building community capacity to enhance and strengthen neighbourhoods
- Connecting communities through working, playing and talking together
- Renewing and revitalisation of places and spaces within neighbourhoods
- Improving the quality of life in a specific community or neighbourhood

2. The application process – how much is available and when?

	Small grants	Medium grants
Funds available	Applications – up to \$1,000 (a total of \$20k in this fund)	Applications – up to \$10,000 (a total of \$80k in this fund, with \$40k available each round)
When you can apply	Anytime	By 31 May and 10 November
When you will get a decision	Within three weeks of receipt of application	Within two weeks of assessment panel meeting

NOTE: Medium grant applications received after the closing deadline will not be assessed.

3. Who can apply?

Applications are welcomed from not-for-profit groups, communities of interest, informal and grassroots neighbourhood groups.

Informal unregistered groups are welcome to apply and Council will administer funds directly to unregistered groups for small grants. For medium grants there will be a requirement to identify a legally constituted organisation such as a charity, incorporated society or Trust to act as an “umbrella organisation” willing to receive and monitor funds on your behalf. You will need to include details of the umbrella organisation in your application form.

4. What we fund

Your project must:

- provide a public benefit and be free and open to all members of the public
- be initiated, planned and implemented by members of the community who will benefit
- demonstrate community match (outlined in section 6.)
- occur within the Tauranga City boundaries.

Types of things we fund include:

- Professional Services such as consents; professional consultants (landscape architect, graphic designer, web designer, educator); artists (DJ, performing artists); services (translation, interpretation, printing, advertising); insurance for project if required.
- Supplies and Materials such as landscape materials; tools; paint; books, appropriate manuals; facility rental; playgroup equipment; marketing material; equipment hireage; volunteer costs.
- Construction/Capital such as demolition, grading and other activities related to site preparation; utilities work (water retention, sewer connection); electrical work (site lighting, electrical service, transformer) concrete work (sidewalks, ramp, seat walls); irrigation (connections, piping, spray sprinklers).

5. What we don't fund:

- individual people
- individual businesses, government agencies or departments, political parties
- duplication of existing public or private programmes within close proximity
- operating expenses of organisations including funding permanent staff
- maintaining ongoing programmes, events or services
- maintenance or deferred maintenance
- purchase or improvement of privately owned facilities
- funding activities that involve any alcohol, tobacco, substances and gaming
- professional fundraising services
- activities already completed
- projects that have already been funded or part-funded by Council

NOTE: an applicant is only eligible for one small grant and one medium grant in the same financial year.

6. Community contributions – the match

We require a 50% community-match contribution from one or more of the following:

- materials and supplies: valued at their retail or rental prices. Donors must document this value of the match.
- cash donations: from fundraising or donations with evidence such as a bank statement.
- professional services: valued at a maximum of \$100 per hour. Donors must document on letterhead the value of the services being donated.
- volunteer labour: valued at 15% above the minimum wage per hour for participants over 16-years of age.

So that means if you are applying for \$1,500, you need to demonstrate \$1,500 worth of any of the above.

7. Application process

- i. Contact the Community Development Coordinator to discuss your project idea. If your project sounds like it meets the criteria and is a good fit for the Match Fund, you will be invited to submit an application (note: meeting the criteria and being invited to submit an application does not guarantee approval).
- ii. Complete the small or medium grant application as appropriate and submit online. Ensure any supporting documentation is attached to your application. Supporting information may also be emailed to the Community Development Coordinator separately.
- iii. Applications will be assessed against the purpose of the fund:
 - Empowering and building community capacity to enhance and strengthen neighbourhoods
 - Connecting communities through working, playing and talking together
 - Renewing and revitalisation of places and spaces within neighbourhoods
 - Improving the quality of life in a specific community or neighbourhood

And project requirements:

- provide a public benefit and be free and open to all members of the public
 - be initiated, planned and implemented by members of the community who will benefit
 - demonstrate community match (outlined in section 6.)
 - occur within the Tauranga City boundaries.
- iv. Applicants will be advised of the outcome within agreed timeframes. Small grant outcomes will be advised within two weeks of receipt of application and medium grant outcomes will be advised within two weeks of panel decision meeting.
- v. Applicants will be advised of outcome by phone wherever possible, otherwise by email. Applicants will receive an email confirming the outcome of their application and confirming any administrative details and requirements as appropriate.

NOTE: meeting the criteria and submitting an application does not guarantee approval. Assessment decisions are final and there is no right of appeal.

8. Measuring success

Recipients of medium grants will be required to complete a Project Feedback Form within four weeks of completing the project or after six months of the funds being received. Information required includes the community benefits achieved as a result of the project including photos and evidence of how the grant was spent.

9. Recognition of Tauranga City Council's contribution

It is important to acknowledge the contribution that the Tauranga City Council and Tauranga community have made to the project's success. Recipients are expected to acknowledge contributions in any marketing or publicity as appropriate.

10. Goods and Services tax (GST)

Applicants who are not GST registered need to provide budget figures that include GST.

Applicants who are GST registered need to provide budget figures that exclude GST.

11. Application forms

Applications should be completed and submitted online (wherever possible) through our [Match Fund webpage](#).

If you would like a form posted please request one by calling customer services – 07 577 7000.

12. Assistance with the application process

If you require assistance with the application process, please contact the Community Development Coordinator:

Debbie Currin / debbie.currin@tauranga.govt.nz / 07 577 7000