



Community Development Grant Guidelines

our home, our future
tō tātou rohe kāinga, tō tatou ao tūroa



1. Introduction

- 1.1 The Community Development Grant is open for projects/initiatives that align with the grant objectives and guidelines.
- 1.2 The budget for this grant is set every three years through the Long Term Plan process. The annual budget for this grant is currently \$36,000.
- 1.3 There is no maximum or minimum application value, but the contribution value will depend on the project/initiative and available funds.

2. Objectives of the Grant

The objectives for the Community Development Grant are to:

- 2.1 As priority, support the projects/initiatives and operations of the town promotions organisations operating within the Hauraki District (GO Waihi, Paeroa Business Association and Connecting the Plains),
- 2.2 Support business growth/connection in the Hauraki District (or a specific town) and/or,
- 2.3 Support projects/initiatives that contribute to developing a vibrant community or a sense of pride in the community and/or,
- 2.4 Support the operations of the group applying for funding e.g. website hosting costs, phone costs, lease costs (town promotions organisations only).

3. Guidelines for Funding

The guidelines that apply to Community Development Grant funding are as follows:

- 3.1. The applicant is operating within the Hauraki District and the project/initiative is based in the Hauraki District.
- 3.2. All applications must be accompanied by a statement of financial position for the previous financial year (if available) and a budget projection for the next financial year for the organisation making the application.
- 3.3. All applications must be accompanied by a project/initiative budget. The project's/initiative's cost effectiveness/financial viability will be taken into consideration.
- 3.4. All applications must declare any conflict of interest that may exist with the Council, if relevant (for example, if a Councillor or staff member is a Trustee of the Incorporated Society or Trust). Applications cannot come from Councillors - these will need to come from the applicant directly.

- 3.5. All successful applicants must acknowledge the support of the Hauraki District Council on any correspondence, advertising or other material relating to this project/initiative.
- 3.6. Applications must be made by way of online application form to Hauraki District Council.
- 3.7. Any Community Development Grant funds that have not been spent by completion of the project/initiative for which the funds were applied for, must be returned to the Hauraki District Council, unless written approval to retain the funds is obtained from Council.
- 3.8. Any recipient of Community Development Grant funds over \$2,000 must report back to Council on the project/initiative by way of a funding accountability report (template provided by Council).
- 3.9. An accountability report for previous projects/initiatives over \$2000 must be received before further funds are granted.

4. What we will not Fund

- 4.1. Funding for private gain and commercial enterprises.
- 4.2. Applications for purposes that do not directly relate to the grant.
- 4.3. Applications for projects taking place outside of the Hauraki District.
- 4.4. Subscriptions to memberships.
- 4.5. Projects/programmes and related costs which have already occurred.
- 4.6. Political organisations.
- 4.7. Repayment of debt, loan, mortgage payments or investments.

5. Reporting on Funding

All grants provided must be used for the purpose for which they were given. Community Development grants are provided to applicants on the grounds that the recipient, where appropriate:

- 5.1. Is willing to acknowledge Council's contribution in any written documentation/advertising etc. associated with the project/initiative using Council's logo.
- 5.2. Writes to Council within two months of the conclusion of the project/initiative to indicate the outcome, including any relevant photographs and press clippings (this will be in the form of an accountability report if over \$2000).
- 5.3. Returns any unused funds to Council upon completion of the project/initiative.

Please feel free to contact us at info@auraki-dc.govt.nz if you have any questions.

6. Timeframes

- 6.1. Applications will open for town promotions organisations in the Hauraki District in the first week of July and will close three weeks later.
- 6.2. If funds remain after initial applications from the town promotions organisations, the fund will be opened to other community organisations (on a date specified on the Council website) that align with the objectives and terms of the Community Development Grant. Funds will be assessed as they are received. Applications will close once funds are exhausted or by the closing date notified on the Council website, whichever comes first.

7. Review

These guidelines can be reviewed or updated at any time following their initial adoption.

8. Document Management and Control

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