



NEIGHBOURHOOD MATCHING FUND GUIDELINES FOR APPLICANTS



1. PURPOSE

The purpose of this fund is to build stronger communities and neighbourhoods, by financially supporting self-help projects, which link to Rotorua 2030 goals.

The fund supports projects in the Rotorua district, by providing a grant that matches the value of community and neighbourhood contribution to a project.

2. OUTCOMES

Rotorua Lakes Council (RLC) in partnership with other funders, local not for profit groups, communities of interest and neighbourhood based groups seeks to build and strengthen community-driven activities, and to grow a sense of local identity and pride amongst people living in the Rotorua district.

The Neighbourhood Matching Fund (NMF) seeks to support Rotorua 2030 Goals / Ngā Whāinga Matua:

Tatau tatau - Together we can build a positive tomorrow			
A resilient community... He hapori pūmanawa...	Homes that match needs... Kāinga noho, kāinga haumaruru...	Outstanding places to play... Papa whakatipu...	Enhanced environment... Tiakina tō taiao
Vibrant city heart... Wāhi pūmanawa...	Business innovation and prosperity... Whakawhanake pākihi...	Employment choices... He huarahi hou...	

Of our Rotorua 2030 Goals, the following most clearly align with the purpose of the NMF:

- A resilient community... He hapori pūmanawa...
- Homes that match needs... Kāinga noho, kāinga haumaruru...
- Outstanding places to play... Papa whakatipu...
- Enhanced environment... Tiakina tō taiao...

3. FUNDING OPTIONS

There are two options within the NMF – small grants and large grants. Groups can have only one NMF project open at a time, across both funds.

	Small grants	Large grants
Funds available for distribution per project	\$50 to \$5,000 per project	\$5,001 to a maximum of \$20,000 per project
Distribution	Applications accepted at any time throughout the year	Two funding rounds per year
Notice of decisions	Within two weeks of application	Within six weeks of closing date
Contract	Acceptance of Grant letter	Contract agreement between RLC and recipient of grant

Accountability process	Complete a report form at the end of the project, including a financial report. Provide photos of the project. Report must be received within four weeks of project completion.	Complete a report at the end of the project, including a financial report. Provide a photographic record. Final report must be received within three months of project completion.
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4. PRIORITIES

Priority for funding will be given to projects that:

- Are well planned – ie. clearly outline what will be done; why it's being done; the steps that will be taken to get it done; how the project benefits the broader community or neighbourhood; and start and end dates.
- Bring people together (tatau tatau) – the more people and groups involved in the project from the community or neighbourhood the better; particularly community members who will be impacted by the project and especially when the demographics of the community or neighbourhood are represented in the project group.
- Identify the outcomes and results that will be achieved – how you and others will know that your project is successful.
- Are self-help in nature – ie. are community driven and supported to meet a specific community need, and can show that they are well-supported by neighbourhood or community resources of volunteer labour, donated materials or goods, donated professional services, or cash.

5. CRITERIA

The proposed project must:

- Link or contribute to at least one relevant Rotorua 2030 goal
- Provide a public benefit and be free and open to all members of the public
- Be undertaken by not for profit groups, communities of interest, informal and grassroots neighbourhood groups
- Be undertaken within the boundaries of RLC, and be initiated, planned and implemented by people living in the district.

6. WHAT WE DO FUND

To be considered for funding, a project must demonstrate its capacity to build a stronger and healthier community/neighbourhood. NMF funding can be used to cover expenses directly related and proportionate to the project. Below are the four expense categories with examples of typical items (not intended to be all-inclusive).

Professional Services: Funding may be available to meet costs for services to complete the project.

- Permits, (for construction etc.)
- Professional consultants (landscape architect, graphic designer, web designer etc.)
- Artists (DJ, performing artists, etc.)
- Services (fiscal sponsorship, translation, interpretation, printing, advertising, etc.)
- Insurance for project if required

Supplies and Materials: Examples of expenses related to supplies and materials include:

- Landscape materials (soil, shrubs, plants, mulch etc.)
- Tools (shovels, rakes, etc.)
- Books, manuals etc. where appropriate for project

- Facility rental (meeting space, event venue etc.)
- Playgroup equipment (play area structures, benches, etc.)
- Marketing material, (T-shirts, flyers, brochures, educational material, adverts etc.)
[All such materials created for the project must acknowledge NMF support]
- Equipment hireage (trailers, mowers, tables, etc.)
- Public transportation tickets or passes
- Food expenses (cannot exceed \$200 for Small NMF and \$1,000 for Large NMF)

Construction/Capital: Examples related to construction include:

- Demolition, grading and other activities related to site preparation
- Utilities work (water retention, sewer connection, etc.)
- Electrical work (site lighting, electrical service, transformer etc.)
- Concrete work (sidewalks, ramp, seat walls etc.)
- Irrigation (connections, control box, piping, spray sprinklers etc.)

Personnel: Costs related to project management of the project may not exceed 10% of the total project grant (eg. project manager, volunteer co-ordinator, community organiser).

7. WHAT WE DO NOT FUND

- Individual persons, individual businesses or government agencies
- Schools, unless there is a clearly demonstrated neighbourhood benefit that involves the extended community
- Applications for the purchase of land or the improvement of privately owned facilities
- Day to day operational expenses of an existing group or organisation
- Retrospective projects, or expenditure already incurred by a group
- Maintenance or deferred maintenance
- Activities or initiatives that are outside RLC boundaries
- Applicants who have failed to carry out/complete NMF projects funded in the preceding two years
- More than 2 applications to the fund by the same group in a financial year

8. MATCH REQUIREMENTS

At the core of the NMF is community input in the form of volunteer labour, donated materials, donated professional services, and/or donated or fund-raised cash from community members. A significant portion should come from the neighbourhood or community itself. The community input must be at least half of the funding requested.

There are several types of contributions eligible for meeting the Fund's community matching requirements:

Volunteer Labour

Individuals can contribute time to a project in many ways, including: serving on a steering or planning committee, organising events, attending working bees, and attending community meetings, etc.

Note that:

- Volunteer labour is matched at a rate of \$15 per hour of time donated
- For preparing the Small NMF application up to 2 hours of volunteer time may be claimed
- Six hours of volunteer time for the preparation of the application for the Large NMF grant, may be claimed

Professional Services

Donated professional services must be relevant to the project, and proportionate to its needs.

- On their letterhead, donors must document the hours anticipated to achieve the work they are donating
- Services are valued at a maximum rate of \$65 per hour
- An individual or business that will be paid for any project-related work cannot additionally pledge volunteer time, or donate other goods or services to the project. Applicants should decide early on whether professional services will be donated or purchased with the NMF grant.

Donated Materials or Supplies

All donated materials and supplies (food, tools etc.) are valued at their retail prices. Borrowed equipment can also be considered as part of the match, valued at the standard rental fee.

Cash

Cash donations can come from fundraising events, individuals, foundations, businesses, and/or community groups.

Alternative funding provided by RLC or in-kind goods/services provided by RLC cannot be used as part of the community contribution.

9. APPLICATION PROCESS

Before submitting, applicants **MUST** contact RLC to discuss the project and their application. Applications for small grants must be submitted at least 2 weeks before the project is due to commence, to allow time to process.

Applicants applying for funding from the Large NMF will also be required to attend an interview with the NMF Assessment Committee.

10. ASSESSMENT OF APPLICATIONS

For Small NMF grants, the assessment will be done by 3 RLC staff members, including 1 senior staff member.

For Large NMF grants, an assessment committee will consist of at least 1 RLC Councillor, a Te Arawa representative and 3 Community Association representatives. Applications for large grants will be reviewed against 4 criteria, to produce a total score out of 100 points.

Proposed idea (30 points)

You will need to explain exactly what you will do, how the project will benefit the broader community and/or neighbourhood and why you want to do this project. You should include step-by-step activities that make up your project.

Neighbourhood involvement/Community building (30 points)

Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, eg. young people, seniors, migrants and refugees, renters, homeowners, business organisations etc. We ask that you identify all of the volunteer opportunities in your project.

Outcomes (10 points)

We want to know what tangible and/or intangible results your project will achieve and how you will measure the project's success.

Project resources and readiness (30 Points)

Project readiness means the project has been well-planned and will be successful in generating enough matching funding within the timeframe required by the fund. We ask for a detailed project budget and documentation of matching community input, including a fundraising plan if applicable.

11. UPLIFTING OF FUNDS

Once a project has been allocated funding, an Acceptance of Grant letter (for Small NMF), or Contract Agreement (for Large NMF), will be sent to the organisation. Upon the return of the signed letter or agreement the project is underway. Groups that are not legal entities may appoint a fiscal sponsor/umbrella organisation. Payment may take up to four weeks after project approval and this should be factored into the project timeline.

12. ACCOUNTABILITY

To ensure that funds are spent as per the application, a report form must be completed at the end of the project. The reports must also include a financial report, and photographs should be provided wherever possible.

13. RECOGNITION OF ROTORUA LAKES COUNCIL'S CONTRIBUTION

It is important to acknowledge the contribution that RLC and the Rotorua community has made to the project's success. Recipients are expected to acknowledge this contribution in any media releases or marketing material.

14. 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.

15. APPLICATION FORMS

Applications must be made on an application form, available from the RLC Customer Services, Ground Floor Civic Centre, 1061 Haupapa Street, Rotorua or online at: <http://www.rotorualakescouncil.nz/our-city/community-development/grantsandfunding/Documents/Funding%20Request%20Form%20-%20Neighbourhood%20Matching%20Fund%20-%20July%202016.pdf>

16. TIMING FOR THE NMF SMALL GRANTS

Applications will be accepted year round and we endeavour to process within one month (except over December/ January holidays). LATE APPLICATIONS WILL NOT BE CONSIDERED.

17. TIMING FOR THE NMF LARGE GRANTS

No further Large NMF fund grants will be made in 2016/17.

18. SMOKEFREE OUTDOOR SPACES

In line with Council policy, any NMF-funded projects happening on and around Council-owned facilities will request that participants remain smokefree.

19. ASSISTANCE

If you require assistance with any aspect of the NMF Grant application process, please contact:

Rosemary Viskovic, Senior Policy Advisor
Phone: (07) 351 8303. Email: rosemary.viskovic@rotorualc.nz