

GUIDELINES FOR APPLICANTS

Neighbourhood Matching Fund



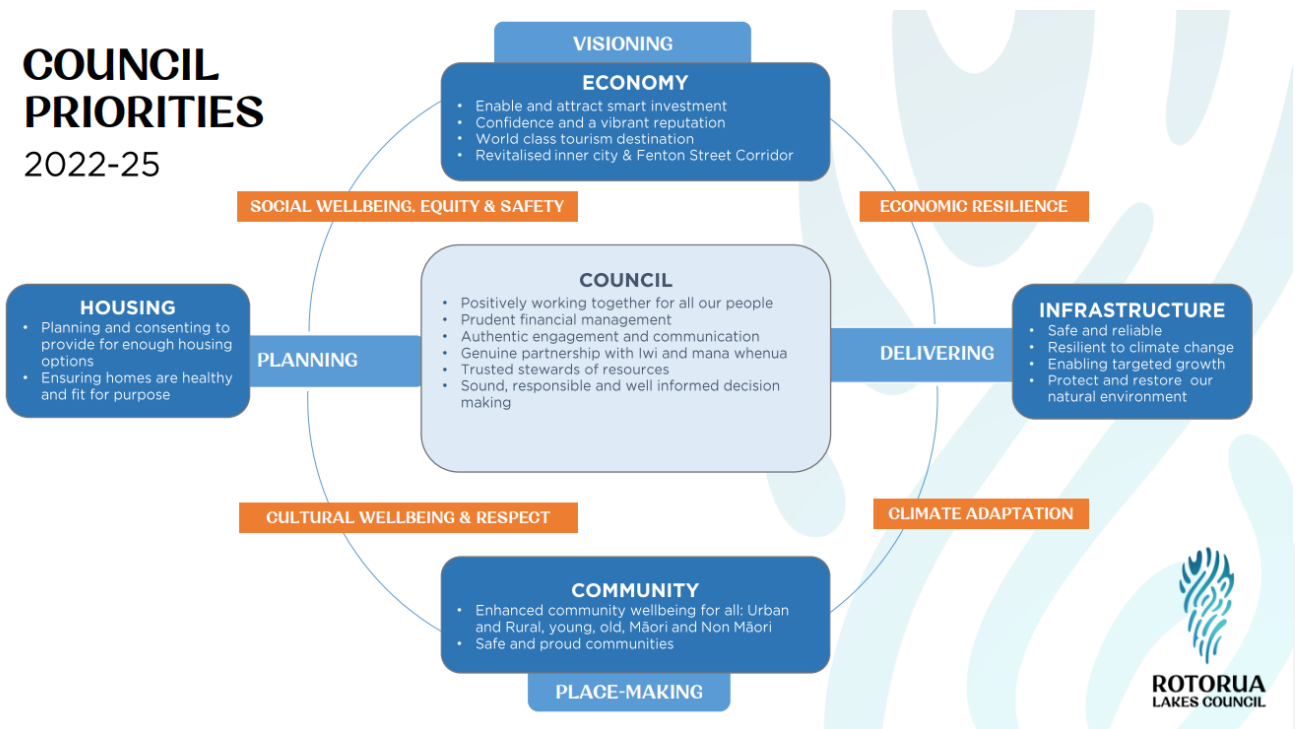
1. PURPOSE

The purpose of this fund is to bring people together to build strong communities, by providing resources for self-help projects which link to RLC's community outcomes. We particularly welcome projects that contribute to community safety and resilience.

Projects **must demonstrate** the capacity to build a stronger and healthier community/neighbourhood. **Please refer to NMF Guidelines.**

2. OUTCOMES

The Rotorua Lakes Council Neighbourhood Matching Fund (NMF) aims to build stronger and healthier communities by financially supporting self-help volunteer-based projects which link to [Council's priorities](#) – Economy, Infrastructure, Community and Housing.



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	<p>Complete a report form at the end of the project, including a financial report.</p> <p>Provide photos of the project.</p> <p>Report must be received within four weeks of project completion.</p>	<p>Complete a report at the end of the project, including a financial report.</p> <p>Provide a photographic record.</p> <p>Final report must be received within three months of project completion.</p>

4. PRIORITIES

- Bringing people together to collaborate on neighbourhood projects.
- Empowering people to enhance and strengthen their own neighbourhood.
- Contributing to whānau working, playing and talking together.
- Renewing and revitalising of places and spaces within neighbourhoods.
- Improving the quality of life in a specific community or neighbourhood.

All projects should be initiated, planned and implemented by people living in the Rotorua district and we particularly welcome projects that contribute to community safety and resilience.

Every grant is matched by neighbourhood or community resources of volunteer labour, donated materials, donated professional services, or cash.

5. CRITERIA

The proposed project must:

Be within the Rotorua District

Contribute to community safety and resilience

Provide local public benefit and is free and open to all members of the public

Demonstrate capacity to build a stronger and healthier community/neighbourhood

Not be claiming for any expenditure already incurred by group

Not apply for the purchase of land, maintenance or day-to-day operating expenses of group

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 (e.g. project manager, 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
- Community groups that provide a service to Rotorua district ratepayers associations and political groups.
- Applications for funds for which there is another specific funding pathway e.g. BOPRC Environmental Enhancement Fund
- 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 funding for 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

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 value of community input must at least match 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
- For preparing the Large NMF application up to 6 hours of volunteer time may be claimed
- If you claim volunteer labour contributions, you CANNOT give payments or gifts to these volunteers.

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.

9. APPLICATION PROCESS

Before submitting any application applicants **MUST** contact the RLC Administrator to discuss the project and their application. Applicants applying for funding from the Large NMF will 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 three RLC staff members, including one senior staff member. For Large NMF grants, an assessment committee will consist of at least one RLC Councillor, a Te Arawa Representative and three community organisation representatives.

Applications for large grants will be reviewed against four 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 the 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, including 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) and a purchase order number, will be sent to the organisation. Upon the return of the signed letter or agreement and an invoice, the project is underway. Groups that are not legal entities may appoint a fiscal sponsor/umbrella organisation.

12. ACCOUNTABILITY

Funds may only be spent as approved in your application. An Accountability Form will be provided for you to complete at the end of the project. This report must also include a financial report, and photographs should be provided wherever possible. Any change to the approved application must be negotiated prior to funds being spent.

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 and 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).

17. TIMING FOR THE NMF LARGE GRANTS:

Opening Date: 1 February

Closing Date: 21 March

Notification of funding decision: 26 April

Opening Date: 25 August

Closing Date: 14 October

Notification of funding decision: 21 November

LATE APPLICATIONS WILL NOT BE CONSIDERED**18. ASSISTANCE**

If you require assistance with any aspect of the NMF Grant application process, please contact: **Mihi Morgan**, Business Support Advisor, Thriving Communities: Phone: (07) 348 4199. Email: communityfunding@rotorualc.nz

