

Guide to the local board grant programme

Introduction

Auckland Council acknowledges the positive contribution that groups, organisations and individuals make to create Auckland as the world's most liveable city. By providing community groups and individuals with direct financial assistance, council can support the realisation of its strategic objectives.

Local grants are a key tool local boards can use to implement the vision for their area. Each local board has now adopted a local board grants programme which outlines the way in which they will support the local community to achieve their vision and priorities.

Local boards welcome funding applications from interested parties wishing to work with council to contribute to a range of projects, activities and events.

This guide outlines the community grant process and accountability requirements for successful applicants.

The new Community Grants Policy

The new Community Grants Policy has now been adopted and replaces all other council grant schemes with a new grants programme from 1 July 2015. The grant programmes that will not be affected are:

- Creative Communities Scheme
- Waste Minimisation and Innovation Fund
- Waterway Protection Fund

Grants are available for sport and recreational, environmental, heritage, arts, events and community projects and activities.

Applying for funding

Before you apply for a grant from a local board, please make sure you:

- read this guide carefully to ensure you fully understand the eligibility requirements, application process and any accountability requirements
- register yourself or your organisation in the SmartyGrants online system by going to aucklandcouncil/smartygrants.com.au
- read the local board grants programme for the area you are applying to.

Eligibility

Each local board will have specific eligibility criteria. Please check your local board grants programme available on their webpage for details ([find your local board](#)).

In addition, the following activity costs listed in the Community Grants Policy are not eligible for funding (section 88):

- debt servicing or repayment
- legal expenses
- activities that promote religious ministry or political purposes
- medical expenses
- public services that are the responsibility of central government (core education, primary health care)
- physical works that require consents or permits prior to the necessary consents or permits being obtained (grants may be awarded in principle)
- purchase of alcohol.

Preparing your application

All applications must be submitted using the SmartyGrants online system.

Key application requirements:

- complete all the mandatory sections of the application form. Incomplete applications will not be accepted
- you will be asked to demonstrate how your activity aligns with the local board grant programme priorities and how it will contribute to the local area
- please be aware that local board funding should not be regarded as a sole funding source for your activity.

Declaration – Conflict of Interest

All applicants must disclose if an Auckland Council councillor, local board member, a council employee or their immediate family has any interest or involvement in the activity they are seeking a grant for. You will be asked this question in the application form.

For guidance on whether you have a perceived potential or actual conflict as a result of applying for and using grant funding you should consider the following matters – if in doubt you should declare the conflict.

A conflict of Interest could arise where the responsibility that you (the applicant) has as a result of receiving council grant monies, could be affected by another responsibility, duty or relationship that you may have.

For example:

- personal or family relationships that you have
 - with council employees
 - with council contractors

- you use the grant monies to gain services from organisations or persons that you have a relationship with
- financial relationships you may have
- e.g. you use the grant monies to gain services from entities, that you have investment in.
- employment relationships or membership of clubs
e.g. you use the grant monies to gain services from your employer or a club you are a member of – who will benefit financially from the arrangement.

If a councillor or local board member is involved with a community organisation, they can be present at a meeting where the activity is considered, however, they may not take part in the decision process.

Assessment criteria for local grants

All eligible applications will be assessed against:

- the local board priorities
- Auckland Council priorities e.g. see link to the events policy, [Auckland Council Events Policy.pdf](#)
- council community grant principles including valuing Te Ao Māori, innovation and collaboration
- project budget and financial information supplied
- project outcomes and benefits to local board area
- ability of the group or individual to deliver the activity and alignment with council accepted best practice
- collaboration or engagement with the community, where appropriate
- other factors outlined in the local board grants programme.

Who can apply for grants?

Community organisations

As outlined in the Community Grants Policy (section 67–75), the primary beneficiaries of community grants will be not-for-profit, charitable and voluntary organisations.

Community organisations generally display the following characteristics:

- a not-for-profit organisation, or an association of individuals whose primary aim is providing services and benefits to the community at large
- membership or participation is available to anyone who wishes to join
- may be a special interest or advocacy group for a particular section of the community, but the group or organisation should not impose restrictions on membership (such as setting fees at a level that exclude most people who might want to participate).

Recognised legal status of organisations eligible for grants, as outlined in the policy:

- charitable trusts
- limited liability companies (may apply for grants in certain circumstances, unless a local board specifically excludes them)
- incorporated societies
- co-operatives or unions
- groups with umbrella organisations

Individuals and groups with no formal legal structure

Individuals and organisations with no formal legal structure are eligible to apply to the local grants programmes.

For grants up to a \$1000ⁱ threshold there is no difference in the funding process.

If a grant is above the threshold level individuals and organisations with no formal legal structure would need to either:

- agree to have the grant paid retrospectively (see section 72 of the policy) or
- nominate an “umbrella” organisation which has agreed to receive and administer the grant on their behalf.

Eligibility of commercial entities

- limited liability companies – may apply for grants in certain circumstances, except where individual local boards or governing body committees have specifically stated they will not consider applications from such entities
- projects, events or initiatives proposed by commercial entities would need to clearly and directly benefit the wider community. Examples of these instances include:
 - covering the costs of delivering a free community event or activity
 - subsidising the costs of a charged-for event or activity (ie reducing fees to a level that enables community access)
 - enabling a charged-for event or activity to be delivered that would otherwise not be commercially viable, where that event or activity will help achieve our stated priorities and outcomes and charges are not set at a level that would prevent broad participation.

Applicants

Applicants not eligible to apply, as outlined in the community grants policy:

- political parties
- internal council applicants
- Council Controlled Organisation’s (CCO’s) including facilities owned and operated by Regional Facilities Auckland (RFA)

- organisations funded under the Auckland Regional Amenities Funding Act (ARAFa) or which levy Auckland Council for financial support through government legislation
- other local authorities (councils), government agencies, public sector entities.

The local board grants programme

All grants are contestable unless otherwise stated by the local board.

Contestable grants

Applications are invited to apply for a grant during scheduled funding rounds, with publicly advertised opening and closing dates.

- any eligible organisation has an equal opportunity to be considered for a grant
- clearly defined processes will be applied to all applications
- final allocation decisions are made in a public forum.

Priorities

The local board priorities will identify the initiatives or actions required to achieve the local board outcomes. Local boards have identified their priorities or initiatives, which will then form the basis for decision-making on the allocation of grants.

Main focus

The application form will ask you to select the **main focus** of your project or activity.

The six focus areas are:

- arts
- community
- events
- sport and recreation
- environmental
- heritage

Examples of these are:

Arts: performances, workshops, arts guides and small publications, exhibitions or local art projects. See appendix for the definitions of artforms.

Community: equipment, workshop costs, newsletters, community garden costs, handbooks and costs associated with the delivery of a community programme.

Events: local Christmas parade, fun run or community fun day.

Sport and recreation: equipment, coaching fees.

Environmental: community gardens, native planting, animal or plant pest control, fencing or environmental education.

Heritage: restoration of heritage buildings (e.g. roof repair, external painting), heritage conservation reports or maintenance for scheduled trees.

Types of funding

The local board can decide on the type of grant scheme to be offered. Please check the local board grant programme on the website for specific details of the local board grant programme.

Quick response

These are generally small value grants and the thresholds for these grants are set by each local board.

Quick response grants can be offered up to five times a year.

Applicants for quick response grants will complete a simplified online application and accountability process and payments will be actioned as quickly as possible.

Check your local board grants programme or the council website for grant rounds.

Local grants

These are for larger higher value grants and are available once or twice a year.

Applicants for local grants will complete a more detailed online application and accountability processes and sign formal funding agreements.

- The local grant application form will ask you to identify what funding you have previously received from Auckland Council. Please note: this includes Council controlled organisations (CCO's). This includes
 - [Auckland Council Investments Limited](#)
 - [Auckland Council Property Limited](#)
 - [Auckland Tourism, Events and Economic Development Limited](#)
 - [Auckland Transport](#)
 - [Auckland Waterfront Development Agency Limited](#)
 - [Regional Facilities Auckland](#)
 - [Watercare Services Limited](#)

How often can I apply?

Applicants can apply for grants from more than one grants programme for different projects and activities. Applicants will need to identify any other council grant programmes they have applied to.

Applications for multiple local board grants

Applicants can apply to more than one local board for a grant for the same project.

If applicants are applying to two local boards, they will need to fill out two separate application forms.

If applicants are applying to three or more local boards, a single application form can be submitted. Applicants will need to apply through one local board local grant round, with the earliest closing date and identify what other local boards they also wish to seek a grant from.

Applicants making a multi-board application will need to identify how their project, service or activity will benefit the residents of each local board area.

Presenting to your local board

You can speak to your local board about your organisation and/or your activities at a local board meeting. This is generally through the public forum which is part of the local board business meeting. [Please follow this link to find out more](#) or phone Auckland Council on 09 301 0101.

Successful applicants

Once funding has been approved, all successful applicants will receive an email notification.

- Quick response grants will be paid within 10 days of receiving the notification email.
- Local grant applicants will receive a funding agreement. This is a formal document which outlines the conditions of the grant and the amount the grant is for. The funding agreement will also outline the accountability reporting requirements.
- Where the local board has only one grant type, the local grant process will apply.

Accountability requirements

All Auckland Council grants, including low value grants, are required to account for how the grants are spent.

Requirements include:

- how the conditions in the funding agreement have been met
- the number of participants, audience, spectators and where they came from (e.g. which local board area)
- the success of the project
- proof of delivery, if the activity is an art project or event
- learnings
- outcomes

- proof of expenditure
- how you have acknowledged the local board support.

If it is an art or event activity:

- a brief evaluation by the applicant. This might include areas for development or specific issues encountered at the event or performance and key highlights.

Environment:

- for some environmental activities grant recipients will be required to provide project specific measures. These may include length of fencing completed, area protected, number of plants planted, plant survival rates or monitoring results.

Please note:

You may be asked to attend a local board meeting to present a verbal report on your project or activity.

Council may contact your customers from time to time to gain feedback on benefits of an event and confirmation of payments made.

Accountability reporting will form part of future funding assessments.

Contact us

Contact the grants operations team on 09 301 0101 or via email

communityfunding@aucklandcouncil.govt.nz

Appendix

Definitions of artforms

Combined arts:

Includes activities and events that combine or feature two or more art forms. Examples are a project that combines music and visual arts or a festival that features performances and workshops in a range of different art forms.

Craft/Object art:

Includes traditional and contemporary practices, for example ceramics, glass, jewellery, pottery, lace-making, embroidery, rāanga, taniko, tapa making, textiles, tivaevae, typography, weaving, woodwork and metalwork.

Dance:

Includes forms of dance that clearly have an arts and cultural focus rather than aerobics or fitness. Examples include ballet, tap, jazz, tango, traditional highland dancing, hiphop, classical Indian dance, Pacific dance and Khmer dance.

Film:

Includes animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects.

Literature:

Includes activities that relate to the creation, presentation and/or appreciation of all literary genres, for example, poetry readings, poetry slams, local storytelling, writers' and readers' events, creative writing workshops.

Māori arts:

Arts activities that can be regarded as strong expressions of Māori identity.

They include the following types of arts practice, which can also form the focus of workshops, wānanga and festivals –

- heritage te reo-based artforms, such as whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- heritage material artforms, such as toi whakairo (carving), tukutuku (wall decoration), kōwhaiwhai (painted rafters), ngā mahi a te whare pora (weaving, textiles, basketry)
- contemporary Māori arts activities that draw on traditional heritage artforms, fusing them with other elements and media to create innovative expressions of Māori cultural identity. Examples include theatre and contemporary dance productions, creative writing, songwriting, and photography.

Music:

Includes making music and performing music in all genres, such as traditional folk music, popular and rock music, instrumental, vocal, choral and orchestral music, and brass and pipe band music.

Pacific arts:

Arts activities that identify with the unique cultural perspectives of New Zealand's Pasifika communities, such as Samoan, Cook Island, Fijian, Tongan, Niuean, Tokelauan and Tuvaluan. Pacific arts activities can include the following types of arts practice, which can also form the focus of workshops, fono and festivals –

- heritage language-based artforms that relate to specific cultural traditions, such as storytelling, chanting and oral history
- heritage material artforms, such as woodcarving, weaving, tivaevae and tapa-making
- contemporary Pacific arts activities that draw on traditional heritage artforms, fusing them with other elements and media to create innovative expressions of Pasifika cultural identities. Examples include theatre and contemporary dance productions, music, creative writing, songwriting and photography.

Theatre:

Includes pantomime, physical theatre, staged productions, clowning, traditional theatre, circus, puppetry, mask and other theatre forms.

Visual arts:

Can include drawing, painting, installation, kōwhaiwhai, photography, printmaking, sculpture, tā moko and typography.

ⁱ The threshold grant limit is \$500 in the Kaipatiki Local Board area and this local board does not accept applications from individuals.