

COMMUNITY SERVICES GRANT and COMMUNITY SERVICES RATES SUBSIDY GUIDELINES

COMMUNITY SERVICES GRANT

This is a contestable fund, and grants typically range from \$1,000 to \$4,000. Funds are available for distribution through one contestable funding round per annum. The funding round **opens in May** each year and closes three weeks later. See the website for more details [Community Services Grant | Napier City Council](#)

Purpose

Community and voluntary organisations support and enhance the community through the services they provide Napier residents, often in their time of need. This fund supports those organisation so they can meet current and future community needs, innovate and/or continue to provide services that benefit the Napier community.

Funding priorities

Priority is given to organisations and groups whose **services are targeted to Napier** residents, and whose primary purpose:

- Contributes to achieving community interest
- Alleviates disadvantage, and / or
- Provides a specific community service (including social services).

Criteria

Not for profit groups or organisations with legal entity status within Napier City are eligible to receive funding, **excluding** family trusts, social clubs, chartered clubs, religious based teaching and services, sport clubs and activities. Any group/s from outside Napier may apply for support, however **their services must be targeted to Napier residents**.

Please Note: Funding is **not available** for services that are the responsibility of Central Government e.g. direct healthcare or education.

What can be funded:

Operating costs such as:

- Rental for operational premises
- Rates subsidies (if the organisation is the ratepayer, see the above information for details)
- Power and telephone costs
- Office expenses
- Newsletter costs
- Promotional material
- Audit fees
- Public liability insurance
- Volunteer expenses

What will not be funded:

- Salaries and wages
- Applications from individuals or businesses
- Capital items
- Building maintenance
- Debt servicing or repayment
- Expenditure already incurred (prior to the Committee Decision meeting)
- Social events
- Fundraising costs
- Bank or lawyer fees

How to apply

Applications are made by completing an official online application form through the Napier City Council website grants portal, and submitting it by the closing date (check the website for funding dates) [Community Services Grant | Napier City Council](#)

Applications are ranked on the service make up:

- client numbers
- component of services offered in Napier
- the percentage of services delivered to the Napier community
- the community need and benefit of the services provided and the capacity to deliver those services.

Ineligible applications

Applications will not be considered for funding that are:

- submitted after the closing date

- incomplete (i.e. applications that do not provide adequate information to be assessed) does not align with the criteria and purpose of the fund

Additional information

If missing information **can be easily obtained** by requesting it from the applicant, the application **will not be** deemed incomplete, so long as the information is provided within 2-3 working days of the request and before the committee assessments are complete.

Compulsory information for all applications:

- Most recent audited financial accounts or a current income and expenditure statement
- Pre-printed bank deposit slip (or a snapshot of a bank statement showing the name of the organisation and bank account number and the bank name and logo or a signed printout from the bank showing the bank account details.

Advice to applicants

Napier City Council staff may provide advice to applicants should they require it. This advice is limited to information about the criteria, application and decision processes.

Accountability report

Grant recipients are required to submit an *Accountability Report* on the official report form, provided with the approval notification or found on the website, within *10 months of the payment of the grant*.

Proof of expenditure is also required to accompany the report, i.e. evidence on how the funding was spent, by the way of invoices and/or bank statement payment details showing payments.

Unspent funds

The Community Funding Advisor must be contacted if any funds that are not spent for the approved purpose. Funds must be returned to the Council by 30 June of the same financial year, or the Community Funding Advisor can make the decision for the funds to be repurposed for a similar use.

RATES SUBSIDY

Criteria

Rates subsidies are available to not for profit organisations that provide a social service in Napier. The properties must be:

- rated as commercial;
- owned by the organisation and used to provide community services from these premises, and
- the organisation must be the official ratepayer as recognised by Napier City Council

NB: Organisations that **already receive a discount** on their rates are not eligible for this rates subsidy.

Churches may apply for a partial rates subsidy for any parts of their property that are used for a community purpose (not core church business) e.g. an Opportunity Shop.

Compulsory information for applications:

- most recent audited financial accounts or a current income and expenditure statement
- pre-printed bank deposit slip (or a snapshot of a bank statement showing the name of the organisation and bank account number and the bank name and logo, or a signed printout from the bank showing the bank account details)

How to apply

Applications are made by completing an official online application form through the Napier City Council website grants portal, and submitting it by the closing date (check the website for funding dates) [Community Services Grant | Napier City Council](#)

Applications will not be considered for funding that are:

- submitted after the closing date
- incomplete (i.e. applications that do not provide adequate information to be assessed) does not align with the criteria and purpose of the fund

Process

The current rates amounts are obtained from the Rates Department for each of the applicants. They will also confirm the rating type i.e. Commercial versus Residential, and if any other subsidies or discounts are already applied to each of the properties.