



GOLDEN BAY COMMUNITY TRUST

Golden Bay Community Trust Funding Grants

Guidelines for Applicants

Background

The Golden Bay Community Trust (The Trust) administers a fund established for the benefit of the residents of Golden Bay.

Aim of the Fund

To enhance environmental eco systems, build community connections, further education of local community and to improve the health and wellbeing of Golden Bay residents.

Funds Available

The Trust may allocate any amount of funds in a given year – the Trustees will establish the grant pool on annual basis. Most projects are expected to be in the \$500 to \$5,000 range but larger applications will be considered. Projects may be funded whole or in part by the Trust. The Trust is under no obligation to fund any of the projects submitted in any one funding period.

Eligibility

Organisations, Clubs and Individuals are eligible to apply for funding and must fall into at least one of the criteria below. Proposed projects must be located within Golden Bay and shall be designed to meet the Aim of the fund and adhere to the Purposes of the Trust.

Qualifying Organisations and Clubs:

1. An incorporated society, association or organization which does not provide profits or gains to any member or shareholder
2. Any entity under the Charities Act 2005
3. A not-for profit educational institution or body or church
4. Small unincorporated organizations which benefit the community (Must have a set of rules or constitution and have been operational more than 12 months)

Individuals

1. Individuals are eligible to apply for funding and will be judged on the merit of the application lodged.

Eligible Purposes

1. The education and wellbeing of children and whanau who are residents of Golden Bay and who are financially or socially disadvantaged, or physically or mentally challenged
2. The relief of poverty
3. The provision of services to meet educational, wellbeing, emotional and spiritual needs of the community or individuals
4. The care and welfare of the elderly and infirm
5. The care and welfare of the physically and mentally challenged
6. The provision of medical facilities, equipment and services
7. The provision of facilities and opportunities for artistic, cultural and sporting endeavours
8. The preservation and protection of the environment
9. The enhancement of amenity values (as defined in the Resource Management Act 1991) in Golden Bay
10. The provision of facilities and/or care and welfare for the people resident in Golden Bay
11. An identified project that falls outside the above criteria that has demonstrable community benefit would be considered on a case by case basis

How to Apply

The Golden Bay Community Trust Grant Application Form can be completed online. The closing dates for the preliminary assessments are February 28th and October 31st respectively.

Assessment Criteria

The Trustees and the Distribution Committee will assess each application. Assessment will be made based on the material provided by the applicants. Applicants are encouraged to address each of the following criteria in their preliminary application.

1. Term of the Project

Funding is generally limited to 12 months but a project can be extended for a further 6 months if this is reasonable. Projects that do not require on-going maintenance or where other funding arrangements are made for such maintenance will be preferred. Any funds allocated are expected to be used within the time frame outlined in the application, but the Trust recognises that flexibility is necessary in some circumstances and will consider re-negotiating time frames.

2. Significance of the project to you, your whanau and your community
3. Value for money. Applicants will need to provide some basis for their claims

4. Likelihood of success of the Project

This considers such matters as:

- Are the outcomes likely to be achieved?
- Is the project difficult?
- Are there contingency plans?

5. Track record of applicant

Applicants need to provide evidence of their ability to carry out the proposed project.

6. The extent to which the community and relevant agencies support the project.

This covers:

- Are other funds available if not funded by the Trust?
- Would funding by the Trust attract other funding?
- Who else benefits and should be contributing?
- Community input of voluntary labour?
- Landowner involvement?
- What other funds have been sought?
- Any gains between the proposed project and other work being carried out in the area?

Possible expenses covered (not exclusive)

- Construction equipment and materials
- Assistance with labour costs or operating costs to support the running of a community organisation.
- Monitoring equipment
- Expert advice and monitoring design

Ineligible Purposes

- Administration and legal costs of applicant organisations
- On-going maintenance activities of projects that are already underway
- Overseas travel
- Work that a landowner is required to do by law

Grants would not be made to:

- Any group, organisation or individual who oppose aquaculture in Golden Bay
- An individual seeking funds without the backing of their organisation or club
- Overseas travel for groups or individuals
- Other trust funds, capital funds or endowments (would not fund funders)
- Underwrite fund-raising projects
- Political parties or groups aligned with political parties
- Support the doctrine of religious organisations
- Fund debt retirement
- Retrospective applications (where projects have already been completed or cost committed before the application is submitted)

- A commercial organisation or for commercial services
- Local or central Government departments
- Fund expenditure related to core curriculum delivery in schools (i.e.: IT equipment, Teachers' salaries or operational costs)
- Projects outside of Golden Bay
- Any applicant who has received a grant from GBCT in the past 12 months

Decision Process

The Trust has established a Distribution Committee to consider all the preliminary applications and seek further information from the parties to the fund application. The Distribution Committee evaluates each application based on set criteria. The Distribution Committee forwards the applications and recommendations to the Trustees who make the final decisions on funding. Applicants will be informed of the outcome within 60 days of cut off of a funding round or receipt of all information required or requested by the Distribution Committee.

Responsibilities for successful applicants

Funding will usually be upon presentation of a quote or invoice for payment. Payment terms will be clearly specified at the time the grant decision is notified. Depending on the nature of the application, successful applicants may be required to sign a contract agreeing to any conditions set by the Trust. A final project report detailing the project outcomes, evaluation against objectives and all expenditure will be required on completion of the project. The Trust may also stipulate a requirement for one or more interim progress reports, depending on the nature and term of the project.

At the discretion of the Trustees, funding may be released progressively over the life of a project rather than a lump sum at commencement.

Where possible, successful applicants should acknowledge the GBCT grant in their marketing materials; this might include their website, social media, newsletters etc.

Please note, Individuals who receive funding will be kept anonymous.