

Community Grants: FAQ



WHAT ARE COMMUNITY GRANTS?

Upper Hutt City Council provides grants to not-for-profit organisations, to support projects that enhance community services, programmes and events.

WHAT DO WE WANT TO ACHIEVE?

To encourage and support not-for-profit groups in their initiatives that promote a sense of community, or contribute to our community wellbeing.

WHO CAN APPLY?

Both local and regional not-for-profit groups that provide a service to Upper Hutt residents can apply for funding.

WHAT CAN I APPLY FOR?

Indirect project costs or **running costs** for organisations involved in support work.

You **cannot** apply retrospectively for costs already incurred.

In the past, funding has been approved for things like operational costs, fees, equipment upgrades, garden improvements and counselling services.

WHAT ARE THE FUNDING CRITERIA?

Applicants should be able to show **substantial volunteer involvement**. The application form asks for numbers of volunteers and paid staff.

There must be a **demonstrated need for additional funding** – Financial statements that show income and outgoings over the previous 12 months need to be provided with the application.

Applicants need to show a **strong need for the service** in Upper Hutt. The application form requests applicants explain how they identified a need for their service/programme or event in Upper Hutt, for example statistics of family harm rates for stopping violence programmes or numbers of children/young people wanting to participate in a certain activity in Upper Hutt or increasing participants in other localities indicating a growth in demand.

Applicants must also provide information on **how their service, programme or event contributes to community wellbeing or promotes a sense of community**. This could be through bringing people together at a concert, for example and the wellbeing contribution that live music provides or the wider family/whanau and community benefits of providing counselling services to a struggling parent.

WHEN CAN I APPLY?

We accept applications between 15 June and 31 July 2023.

HOW CAN I APPLY AND WHAT DO I NEED TO PROVIDE?

You'll need to complete and sign an application form. You can do this via the application button on this page, or you can download the form to fill out and return it by;

Email to funding@uhcc.govt.nz or

Post to Attn: Community Development Advisor – Funding, 879 – 881 Fergusson Drive, Private Bag 907, Upper Hutt 5140.

All sections of the form need to be completed, and you'll need to provide the following:

- Your organisation's current financial statements.
- Evidence of Bank account details, so we can pay you if your application is successful. Evidence needs to show the name the account is in and the bank account number e.g. a screenshot from your internet banking or photocopy of the top of a bank statement.
- Copy of a utility bill (if applying for funds to pay utilities such as power, phone, insurance), or a quote specific to funds you are applying for.
- Any other supporting documentation, to support your application.

CAN I TALK TO COUNCILLORS DIRECTLY ABOUT MY APPLICATION?

Yes. A Community Grants Committee allocation meeting will be held on 9 September 2021 where you can speak with Councillors directly, and answer any questions they may have.

To give everyone a chance to speak, we ask that you arrive on time and keep your presentation to five minutes.

HOW DOES COUNCIL DECIDE IF MY APPLICATION IS APPROVED?

The Council Community Grants Committee will consider how your application meets the criteria, and then look at how this compares with all the other applications.

- How many Upper Hutt residents will this funding benefit?
- How does the service/programme or event promote a sense of community and contribute to community wellbeing?

- Is there a strong need for the service, programme or event and wide community benefit?
- Will there be substantial volunteer involvement and self-help?
- Accountability from previous funding has been returned with all relevant receipts attached.
- It's important to note that our funding is limited, and we receive a large number of applications every year. Therefore, we'll only be able to approve applications that meet all the criteria, and may only be able to grant some of the money requested.

WHEN WILL I HEAR IF MY APPLICATION HAS BEEN SUCCESSFUL?

The fund allocations decided by the Community Grants Committee on 7 September 2023 are required to be ratified by full Council at the next Council meeting. Once that has occurred the allocations will be listed on the Council website and the Community Development Advisor –

Funding will inform applicants within 5 working days of the full Council meeting.

WHAT HAPPENS NEXT?

Payment of successful grants will be provided within 20 working days of applicants being notified.

CONTACT US

If you have any questions relating to this you are welcome to contact us:

Tel: (04) 527 2169

Email: askus@uhcc.govt.nz