

P13-002: Community Funding Investment Policy

Review 2016

PREAMBLE

New Plymouth District Council will continue to have a role in providing financial investment for community organisations operating within, and benefiting the people and district of New Plymouth.

POLICY PURPOSE

The purpose of the policy is to set out the parameters by which New Plymouth District Council may offer grant investment, and / or community concessional lease subsidy to communities, groups, individuals and organisations within the district.

POLICY DEFINITIONS

Community - a social group sharing common characteristics, locality, heritage or interests and perceived as distinct within the larger society within which it operates.

Community concessional lease – a subsidised rental lease for occupation of Council administered land and/or buildings.

Grant – a financial contribution to a group, organisation or sector of the community. The financial contribution may be used to support an activity, the provision of services, projects or programmes or to support the objectives of the policy.

Not-for-profit community organisation - a group whose primary purposes are the delivery of non statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial interests.

Fundraising Donations support – a fundraising donation to a charitable organisation.

Rates remission – A reduction or removal of rates.

Social Enterprise – a revenue generating business / organisation, whose primary purpose is the achievement of social, cultural or environmental goals and who reinvests its surpluses in pursuit of the social, environmental and cultural outcomes of the organisation.

Statutory function – a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

PURPOSE OF COMMUNITY FUNDING INVESTMENT

Community funding investment and community concessional leases may be granted by the New Plymouth District Council for the following purposes:

1. Where the functions of the group or organisation or the funding sought contributes to the social, economic, environmental or cultural vitality and wellbeing of the district.
2. Supporting the viability of community services, that may not be provided by other sectors or organisations.
3. Building and strengthening the capacity of community groups and organisations to move to financial sustainability.
4. To be a catalyst for change for the benefit of the community.
5. Investing in the fabric of the community.
6. Promoting and supporting philanthropy.
7. Protecting the districts built and natural heritage.
8. Building community cohesion and resilience.

The specific additional purposes of the different funding streams and community concessional leases can be found in the schedules supplementary to the policy.

VALUES UNDERPINNING THE AWARD OF COMMUNITY FUNDING

The award of community funding by the New Plymouth District Council will be guided by the following value considerations:

1. The extent to which the support sought will fund purposeful activity and demonstrable outcomes that benefit the community.
2. The extent to which the support sought may empower the beneficiaries and the community.
3. The extent of public good that is promoted.
4. The degree to which the support will lead to a self sustaining sustainable organisation.
5. The extent to which an unmet need is being met.

POLICY STATEMENTS

The following schemes shall operate under the general terms of the Community Funding Investment Policy.

- Built and Natural Heritage Maintenance Scheme
- Community Action and Neighbourhood Development Matching Grant Programme
- Community Concessional Leases
- Community Services and Programmes Grants
- Marae Development Grants
- Fundraising Donations
- Quick Response and Emergency Funding Grant
- Social Enterprise Grants
- Strategic Community Partnerships

The following policy shall operate alongside the Community Funding Investment Policy:

- Rates Remission Policy

EXCLUSIONS

- The following funding schemes are excluded from the scope of the policy:
- Art in Public Places (administered by the New Plymouth District Art in Public Places Trust)
- Creative Communities Funding (criteria set by Creative NZ and administered Creative Communities Committee)
- Major Events Fund (administered by the Regional Economic Development Agency)
- Cemeteries Board Support Grants
- Rural Domains Scheme
- Property Insurance for Marae and Rural Halls
- Mayoral Relief Fund

ELIGIBILITY

General Eligibility

The general eligibility for all grant types is as follows:

1. Be present and operating within the New Plymouth district boundaries, and,
2. Be a not-for-profit community, group or organisation and / or be able to demonstrate that the purposes of the activity contribute to the social, economic, environmental and cultural interests of the district.

The specific additional criteria for each grant type accompany the policy, are attached as schedules to the policy.

General Exclusions

Funding will not be made available for the purposes of:

1. Religious activities.
2. Political activities.
3. Statutory functions, activities and services (i.e. providing education, policing or health care).
4. Projects and programmes that duplicate existing services and organisations.
5. Activities that contravene any policy or strategic objective of the Council.
6. Previous grant applicants who failed to fulfil the obligations and terms of the previous grant agreement.
7. Commercial or private organisations whose purpose is profit generation.

Funding will not be provided where:

8. Services or projects have received funding from an annual plan or long term plan.
9. Funding support has already been given within the same financial year.

APPLICATIONS

Applications for funding shall be made on the approved Council forms, and in accordance with the advertised timeframes.

Applications shall be accompanied by the relevant and required documentation, specified in the individual schedules attached to the policy.

LEVEL OF COMMUNITY FUNDING

The Council shall determine the level of funds that will be made available for community funding purposes during its Long Term Plan or Annual Plan processes.

Concessional lease rental will be determined through the Long Term Plan or Annual Plan process and set out in the Schedule of Fees and Charges.

POLICY CONTACT

The policy holder is the Corporate Strategy and Policy Team within the Strategy and Policy Group.

POLICY REVIEW

This policy shall be reviewed three yearly from the date the policy is adopted.

Policy Reference: P13-002

Date of Adoption: 4 July 2013

Note: The Community Funding Investment Policy and associated schedules replace the following funding: Community Funding Policy, Marae Grants Policy, Heritage Protection Scheme Scoring System: Structures, and Rural Halls Funding Policy

The following policies have been revoked in their entirety: Maintenance and Funding of Rural Cemeteries Policy, Rural Halls Funding Policy

Policy Schedules

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Grant and Sponsorships General Information

Grants requiring committee approval

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grants	Funding negotiated on a case-by-case basis	Twice yearly
Marae Development Grants	Funding negotiated on a case-by-case basis	Twice yearly
Rural Hall Development Grants	Funding negotiated on a case-by-case basis	Twice yearly
Strategic Community Partnerships	Funding negotiated on a case-by-case basis Up to five years funding commitment	Annual
Community Action and Neighbourhood Development Matching Grant	Funding negotiated on a case-by-case basis	Twice yearly
Social Enterprise Grant	Funding negotiated on a case-by-case basis	Twice yearly

Foregone revenue and venue concessions

Financial Support	Maximum Funding Available	Frequency of Determinations
Community concessional lease	Revenue Foregone Negotiated on a case-by-case basis	As required

Grants approvals delegated to officers, except where application exceeds delegated authority.

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Fundraising Donation	\$500 per applicant	As required
Quick Response and Emergency Funding Grant	Up to a maximum of \$2,500 per annum	As required
Built and Natural Heritage Protection Grants	Funding negotiated on a case-by-case basis Funding negotiated on a case-by-case basis	As required

Council administered funding outside of the scope of the policy

Creative Communities Funding

For arts based projects funding may be available from the Creative Communities Scheme.

Financial Support	Maximum Funding Available	Frequency of Determinations	Approval
Creative Communities Scheme	Up to a maximum of \$5000	Twice yearly	Approval by Creative Communities Advisory Committee.

Foregone revenue and venue concessions

In addition to an application for a grant, organisations may be eligible to apply for one or more of the following.

Financial Support	Maximum Funding Available	Frequency of Determinations	Approval
Rates Remission	Revenue Foregone Negotiated on a case-by-case basis	Annual	Delegated authority in accordance with Rates Remission Policy.
Reduced Service Rates	Revenue Foregone Determined by Schedule of Fees and Charges	As required	Delegated authority.

Community Services and Programmes Grants

Purpose

The community services and programmes grant fund aims to support projects and programmes that act as a catalyst for change or seek to strengthen the community and make long lasting change.

Specifically the grant aims to:

- Support local groups and organisations that provide public education events, activities, programmes and services to the people of New Plymouth district.
- Foster and support services, programmes and activities which address unmet needs in the community.
- Create opportunities which develop knowledge, awareness and understanding of the community.
- Support groups and organisations whose activities are contributing to a growth in community wellbeing and community cohesion.
- Support activities that contribute to the social and cultural vibrancy and vitality of the New Plymouth District.
- Provide investment in new services and programmes as they move towards a path of sustainability.

Eligibility

In addition to the general eligibility criteria, the specific eligibility criterion is as follows:

- The fund is only available to entities, groups and organisations who are a not-for-profit or charitable organisation, and who may or may not be registered on the Charities Register.

Application requirements

In addition to the general application requirements the group or organisation must supply a copy of the last year's annual accounts with their application.

Note: whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation is advised to discuss the matter with the Council Officers.

Marae Development Grants

Purpose

The purpose of the marae development grant is to support funding for the maintenance and development of the districts Marae.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electricity work, faulty floor boards, plumbing and lighting).
- Hygiene (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the areas above).
- Aesthetic and capital projects (this criteria allows for new desirable objects).

Eligibility

To be eligible the Marae must be an incorporated society or trust.

Application requirements

The group or organisation must supply a copy of the last year's annual accounts with their application. Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

The marae must provide two quotes for the proposed works.

Insurance funding

Insurance funding for Marae is excluded from the Marae Development Grants. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers.

Rural Halls Development Grants

Purpose

The purpose of the rural halls development grant is to support funding for the maintenance and development of the districts rural halls

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electricity work, faulty floor boards, plumbing and lighting).
- Hygiene (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the areas above).
- Aesthetic and capital projects (this criteria allows for new desirable objects).

Eligibility

Applications will be considered from hall societies for capital improvements and preventative maintenance works on a priority needs basis. Priority needs are:

- i) Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
- ii) Where the lack of maintenance would constitute a health, safety or fire risk or compromise weather tightness. (Halls that meet both category i & ii have first priority).
- iii) Those halls that have less than 30 hours per month use but who can demonstrate that work will increase hall hire.

Exclusions

A rural hall that in the opinion of Council parks or property officers is in a substandard condition for community hire will not be eligible for the rural hall scheme.

Application requirements

The group or organisation must supply a copy of the last year's annual accounts with their application. Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

The rural hall must provide two quotes for the proposed works.

Insurance

All Hall Committees/Societies are encouraged to insure their halls with a replacement policy under the Local Authority Insurance Company scheme.

Insurance funding for is excluded from the Rural Halls Grants. Insurance funding is separately available for Rural Halls. Rural Hall Committees are advised to contact Council Officers.

Community Action and Neighbourhood Development Matching Grant

Purpose

The aim of the community action and neighbourhood development matching grant is to support communities who are taking action for themselves to become empowered within their community.

The community / neighbourhood is eligible to apply for funding to support an activity that will enhance the community. The enhancement may be aesthetic (trees, benches, parks etc), the enhancement may be by providing a local service in the community (i.e. holiday craft programme for neighbourhood children), the enhancement may be an activity that seeks to bring the community together (development of a community garden, or event for example).

Eligibility

There is no requirement for the community / neighbourhood to be a charitable or not-for-profit organisation. The applying community or neighbourhood must be able to:

- Provide evidence of support and engagement from the community, (contact details of active community members, notes / minutes from meetings).
- Details of a bank account, the appointed treasurer and the account signatories, or the named person who shall be responsible for holding the fund (for grant amounts under \$500).
- Share their plan about what they want to do, how they will do it, and the benefit of the project / activity to their community / neighbourhood.

Note: Groups and organisations who ordinarily deliver a statutory function are eligible to apply as part of a community / neighbourhood collective, i.e. kohanga reo, kura kaupapa, schools, kindergartens.

Application requirements

The neighbourhood / community must have a plan. The plan should set out:

- What the community / neighbourhood want to do.
- Why they want to do it (why is it a good idea).
- How they plan to do it.
- How any assets will be maintained.

Community investment

The neighbourhood / community are required to offer 50% of the 'investment' required for the project. Investment means donation of materials, and volunteer time. It may or may not include a financial contribution

The bulk of the works and the effort related to the project must be conducted by the community or neighbourhood. Only services which require specialist expertise shall be sought.

The community / neighbourhood should set out the dollar value it has placed on each volunteer hour.

Additional information

- The community / neighbourhood applicant is limited to one application every two years.
- The fund is not available for on-going project costs, including ongoing maintenance of capital items.
- Quotes, receipts / invoices must be kept for all works that incurred a direct cost related to the project.

Decision making

The administration of this fund is a joint initiative by the New Plymouth District Council and the TSB and TET Community Trusts. Applications shall be determined by the Council in conjunction with the Trusts.

Strategic Council Community Partnerships

Purpose

The purpose of a strategic council community partnership is to recognise those social and not-for-profit services that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a longer term funding partnership relationship.

The relationship

The relationship will be premised on the delivery of outcomes, and specifically the extent to which the organisation can support the Council to deliver its strategic outcomes, on behalf of the community.

The Council and the organisation shall work in partnership on the mutual determination of outcomes and expectations that should arise from the relationship.

Eligibility

The general Community Investment Policy grant eligibility shall apply.

In order to be a candidate for a Strategic Partnership there is likely to be a strong strategic alignment between the organisations in the given activity area and a track record of cooperation between the Council and the organisation.

Application requirements

The group or organisation must supply a copy of the last year's annual accounts with their application. Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

Expressions of interest

Organisations who wish to express an interest in forming a Strategic Council Community Partnership should first express their interest to the General Manager of Community Services or their nominated officer.

General conditions

As a general rule, organisations that have entered into a strategic partnership with the Council will not be eligible to apply for any other grants within the Community Funding Investment policy (except for a concessional lease).

Social Enterprise Grants

Purpose

The aim of the social enterprise grant is to provide seed funding to community organisations who seek to earn an income for the sole purpose of generating an income for reinvestment into the community. There are many different forms of not-for-profit enterprise. For the purposes of the policy, eligibility organisations are defined as follows:

- A Social Enterprise is a business with primarily social, environmental and / or cultural objectives whose surpluses are principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders and owners.

Eligibility

Funding may only be sought for investment ready enterprises.

The funding will be targeted at social enterprises in either a start up phase or growth stage.

Application requirements

In addition to the general eligibility criteria, applications will be considered and assessed in relation to the following:

- The enterprise must involve trade to achieve a social mission.
- The enterprise must be able to demonstrate the extent to which there is a market for the enterprise and the potential for the business to be self sustaining (in the medium to long term).
- The existence of a realistic and practical business plan which includes financial projections and accounts. The extent to which the enterprise will deliver a social return on the investment.
- The extent to which the enterprise may deliver an economic return on the investment through the employment of people, volunteers, the trading activities.
- The extent to which the enterprise has the governance and management and business capacity and capability to run the enterprise.
- The total impact (social, economic, environmental and / or cultural) expected to be yielded.

The group or organisation must supply a copy of the last year's annual accounts along with their application. Whilst there is a preference for accounts that have been reviewed, should

these not be available, the group or organisation must discuss the matter with the Council Officers.

Built and Natural Heritage Protection Grants

Purpose

The Heritage Protection Fund was established by the Council to help private property landowners manage, maintain and preserve the heritage values of their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

Eligibility

Applications can be made for any heritage items that meet the Council's criteria for heritage importance, including:

- Heritage buildings, items, places or areas.
- Significant areas of vegetation or wetlands.
- Individual trees or groups of trees.
- Geological features.
- Waahi tapu sites and areas.
- Archaeological sites.

The works that are eligible for assistance are:

- Essential maintenance, restoration or strengthening of the structure of heritage buildings or objects, e.g. earthquake strengthening or re-roofing.
- Rehabilitation or retention of the original character of heritage buildings or objects, e.g. facades.
- Fencing of waahi tapu sites, trees, bush and wetlands.
- Other physical work required to conserve or preserve heritage values.

The proposed work must be necessary to ensure the item's safety, conservation or preservation.

Exclusions

Any work completed before the Council evaluates the application is not eligible for funding.

Application requirements

Applications for funding can be made by property owners or organisations, and must be made using the Council application form.

Joint applications from the landowner and iwi/hapu are required for waahi tapu sites and areas.

Determination of applications

Preliminary evaluation of applications is undertaken using a scoring system based mainly on heritage attributes and public visibility and accessibility. This evaluation provides a quantitative measure with thresholds to help determine those applications that qualify for further assessment for funding. There are separate scoring systems for Structures (Built Heritage), Natural Heritage, and Waahi Tapu.

Applications which meet the thresholds of the preliminary evaluation are considered against the following criteria:

- Degree of public interest in maintaining and/or protecting the item.
- Significance of the item from a heritage point of view.
- Degree to which the proposed work is necessary to ensure the sustainable management, maintenance or preservation of the item.
- The need for funding and whether funding or other assistance can be obtained from other agencies. *(Note: The Council is generally supportive of co-funding applications, where funding support is sought from more than one source by the property owner).*
- The financial resources of the applicant.
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant.
- Degree to which the proposed work is in accordance with the principles of the International Council of Museums and Sites (ICOMOS) Charter.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the item.
- The amount of money in the fund at any particular time and the need for equitable distribution.
- The level of prominence i.e. structures located in CBD/commercial centre and whether traffic volume is high or low.

It is unusual for private dwellings to qualify unless they are of extreme importance. Items or sites that have some public use or access will be given priority, e.g. churches, historic houses open to the public, and areas of protected bush privately owned but open to the public.

Approved funding

Approved funding is paid as a reimbursement, once the work has been inspected and confirmed to be completed to the required standard.

Fundraising Donation

From time to time the Council is approached by charitable organisations who are seeking fundraising monies by way of sponsorship.

Registered charities may seek support from the Council to be a “sponsor” for their fund raising event.

The award of sponsorship monies is as at discretion of the Chief Executive or their nominee.

The award of sponsorship monies will be granted to organisations that have alignment to the core values of the Council.

The monies available for charitable sponsorship shall be limited to \$500 per application. The amount of funding will depend on the availability to funds.

Enquiries should be made to the Mayor's Office.

Quick Response and Emergency Funding

Purpose

The quick response and emergency fund scheme provides grants to groups and organisations who are experiencing unforeseen financial pressures, or operating within exceptional circumstances that may require an immediate injection of resource.

Eligibility

In addition to the general eligibility, the following specific eligibility and evaluation criteria apply:

- Applications can only come from groups or organisations that are charitable or not-for-profit.

To be eligible, applicants must meet one or more of the following criteria:

- Provide essential social or community services that pose a risk should they not be operating.
- Be at risk of “closing the door” to the organisation without emergency funding.
- Require interim funding whilst waiting for revenue / other grants to come into the organisation.
- Experienced an increase in service usage because of environmental, social or economic factors beyond the organisations control.

Application requirements

An application, by letter, should be sent to the Council setting out:

- The level of funding sought.
- What the monies will be spent on.
- How the unforeseen circumstances arose.
- The steps or processes that are in place to mitigate a future occurrence.

The group or organisation must supply a copy of the last year's annual accounts along with their letter of application. Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

Determination of financial support

Prior to approving a quick response and emergency funding grant, the Council will seek to work in partnership and secure match funding from other community funding providers.

Match funding may be a condition of funding being given by the Council.

Conditions of grant

As a condition of the fund being awarded, the organisation may be required to participate in the capacity building programme and associated training to support the capability and future resilience of the group and organisation.

Further information

Organisations or groups who are experiencing such unforeseen need are encouraged to speak to the Council's Community Development team at the earliest opportunity.

Community Concessional Leases

Purpose

The purpose of the community concessional lease is to recognise the value of a not for profit group or organisation occupying Council owned land and or property, through the award of a reduced lease fee.

Eligibility

When considering approval of a new community concessional lease or the renewal of an existing lease, the Council will consider a number of factors including –

- Type of use or activity and its consistency with the purpose of the reserve and its location.
- The contribution the proposed activity will make to towards the purposes and values as set out in the Community Funding Investment Policy.
- Whether the organisation has demonstrated history of having stable membership and being a trustworthy leaseholder.
- The amount of financial investment the lessee intends to make into the leased area or associated structures.
- Feasibility of any development and the ability to fund ongoing operating costs, including funding of capital replacement.
- The time commitment the lessee is willing and interested in negotiating.

In addition, all proposals must be consistent with policies and requirements set out in legislation and other council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans and the Reserves Act 1977.

Applications requirements

Applications for a community concession lease must contain:

- a) Description of the activity/use.
- b) Relevant information about the group/organisation applying for the lease including membership information; financial statements; strategic plan/business plan.
- c) Length of term the lease is sought for and reasons for this (noting maximum that can be granted under the Reserves Act 1977 is 33 years).

For applications involving new activities/use or change of an existing use:

- d) Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- e) Information about alternative locations considered and reasons why these have been discounted.
- f) Assessment of the proposed activity against relevant legislation, regulations, codes and bylaws.

- g) Feasibility study and business plan for any new activities that are expected to cost over \$100,000 or result in debt levels of \$10,000 or greater. The contents of feasibility studies are to be discussed with officers on a case-by-case basis.

Lease rental

Land Only Leases

This type of lease would apply to organisations that own their own building and improvements and lease only the land occupied by those buildings and/or improvements.

The lease rental will be a flat-rate as set by the Council in the Long Term/Annual Plan.

Land and Building Leases

This type of lease would apply to organisations that lease council owned buildings as well as any land occupied.

The land component of the rental will be set in accordance with the flat rate set out in the Long Term/Annual Plan.

An additional building rental will be set at a rate of 0.1%+GST per annum of the current fair asset value of the building occupied, with a minimum rental level set by the Council in the Long Term/Annual Plan.

Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every 3 years to the Consumer Price Index (CPI).

Timing of policy application

This policy will apply to all **new** concessional leases issued after the policy adoption. **HOWEVER**, for those leases issued 12 months after the date of adoption of this policy to a community group who held an existing but expiring lease, any change in rental from that charged under an old lease will not come into effect until the first rent review (typically every 3 years).

Application of new eligibility exclusions

Statutory functions and service exclusions contained within the Community Funding Investment Policy will to any new applications only and **will not** apply to existing concessional lease holders who are occupying Council land at the time of this policy adoption, this includes Kindergartens, Play groups and Plunket.

Creative Communities Scheme (CCS)

Purpose

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Under the scheme, 'the arts' are broadly defined as 'all forms of creative and interpretative expression'. This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Maori, literary workshops, digital storytelling, and many other activities.

Eligibility*

To be eligible projects must meet one or more of the following funding criteria:

- Broad community involvement - Will create opportunities for local communities to engage with and participate in arts activities.
- Diversity - Will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- Young people - Will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

Conditions of application

- An application can be from an individual or from a group.
- Individual applicants must be New Zealand citizens or permanent residents.
- If you've previously received funding under the CCS, either as an individual or as a member of a group, you must have completed a project report for the earlier project before any further applications from you will be considered.

To receive funding the project must:

- Have an arts or creative cultural focus.
- Meet one or more of the three funding criteria (above).
- Be completed within 12 months after funding is approved.
- Benefit local communities.
- Take place within the city or district where the application is made, or benefit local communities within that city or district.
- Not have started before funding is approved.
- Not have already been funded through any of Creative New Zealand's other funding programme's for the same purpose.

Eligible projects

Eligible projects may include:

- Exhibitions, productions, concerts, festivals, workshops and presentations that offer opportunities for community involvement in the arts.
- Activities that support the traditions and arts of ethnic communities.
- Youth arts events.
- Artist-led projects involving local communities.
- Materials for arts activities or programmes.
- Personnel costs for one-off, short-term projects.
- Promotion and publicity of arts activities to communities.
- Dance, performance, visual arts, music, arts education, toi Maori, literary workshops, digital storytelling, and many other opportunities for creative participation can be supported.

Exclusions

The following activities will not be eligible for support:

- Activities that are not arts-focused.
- Activities that are the direct responsibility of schools or other education institutions.
- Ongoing administration costs not related to a specific project.
- Projects that are the core business of an organisation or service provider.
- Retrospective project costs (for projects already started or completed).
- Catering costs of an event.
- Fundraising activities.
- Travel for individuals or groups to attend events, presentations or shows.
- Developing facilities, such as gallery and theatre lights, stage curtains or building restoration.
- Buying capital items, such as computers, cameras, musical instruments, costumes or uniforms.

* please note the general eligibility criteria set out in the Community Funding Investment Policy do not apply.

** the administration and decisions made by the Creative Communities Advisory Committee are autonomous of the decisions made by the Council's Community Funding Investment Committee.