

Introduction

Recipients of community grants and funding from Whakatāne District Council need to follow the Terms and Conditions outlined in this document when they receive a grant from us.

These Terms and Conditions are informed by the [Community Grants and Funding Policy](#) which is available on our website.

Grant recipients also need to follow the guidelines of each unique fund, when they apply to a fund which has a specific purpose or goal.

Overview

To be eligible for funding, the following criteria apply:

- Applicants are a group or organisation active in the Whakatāne District
- Applicants are a group or organisation that is part of the not-for-profit or community sector
- Applications must be for actions and activities that will specifically benefit the Whakatāne District's residents and communities.

We also accept applications from individuals for most of our funds. Individuals should also be based in the Whakatāne District and may need to auspice to (be supported by) an organisation. The Community Funding Advisor will be in contact with individual applicants, if they need to provide anything that is not in their application.

In general, we prefer to fund actions and activities that directly benefit the people of our district, that have strong community support and address community needs.

Funds generally need be spent and accounted for within 12 months of being received.

What we can't fund

Here is a list of activities that funding cannot be used for:

- Commercial or private organisations whose primary purpose is profit generation *Note: Social enterprises may be considered on a case-by-case basis*
- Debt servicing or repayment
- Legal expenses
- Activities that promote religious ministry or political purposes, or activities where the main purpose is to promote religious, ethical, commercial, or political views of an organisation *Note: Advocacy groups such as Ratepayers and Residents Associations may be considered on a case-by-case basis*
- Medical expenses
- Statutory functions, activities, and services (e.g., core education, policing, health care etc.)
- Salaries

- Retrospective funding
- Purchase or promotion of alcohol, tobacco, vaping products or psychoactive substances
- Physical works (e.g., improvements to community buildings) requiring consents or permits prior to the necessary consents or permits being obtained. (Grants may be awarded in principle, but funds will not be released until all conditions are satisfied).

Changes

When grants are approved, it is expected that grant recipients will use the funding in the way they described in their application.

If significant changes are proposed for how the funding will be used, from what was described in the application process, these changes will need to be reviewed by Council to be approved. Contact the Community Funding Advisor at grants@whakatane.govt.nz to notify us of any changes.

This includes if any of the funding received is unspent. Unspent funding must be returned to Council, so contact us if this is the case for your funded activity or project.

Reporting

Grant recipients need to complete a report which details how funding was spent. This report is usually called a Project Completion Report or an Accountability Report.

This report will ask how funding was spent, and how our district's residents and communities benefitted from the funding. Receipts may be required with the report. We recommend you keep receipts and records as we may ask for more information for auditing purposes.

Details of reporting requirements will be provided to you when you receive your application success notification. Depending on the type of grant, you will be asked to have reporting completed within 2-3 months of your project being completed, or up to a year after you receive the grant.

Outcomes

Failure to follow the Terms and Conditions of funding may result in being disqualified from future funding opportunities, so it's important to follow these Terms and Conditions.

If you have any questions about any of the Terms and Conditions for Grant Recipients, please contact the Community Funding Advisor at grants@whakatane.govt.nz