

# TE PŪAHA FUND GUIDELINES

## Application Process

For transparency and auditing purposes, all applications must be submitted in writing, using the approved application forms. If you would like assistance to complete your application, please contact the Community Funding Advisor (07) 306 0500 or [grants@whakatane.govt.nz](mailto:grants@whakatane.govt.nz).

## Application Criteria

Applications must align with Whakatāne District Council's values and goals. They must also be transparent. Full disclosure is required of the project or activity and the organisation that is seeking funding.

## Eligibility

- Not-for-profit organisations, charitable trusts, and individuals\*(\* if supported by a valid and eligible organisation) in the Whakatāne District rateable area.
- Applicants must reside in the Whakatāne District rateable area.
- Priority will be given to projects/kaupapa that a wide range of people will be able to participate in.
- Projects or events must be directly related to water projects or activities. These projects or activities must be conducted within or adjacent to prescribed waterways and contained within the rateable boundaries of the Whakatāne District. (See map for District boundaries.)
- If you require clarification, please contact the Community Funding Advisor on (07) 306 0500 or email: [grants@whakatane.govt.nz](mailto:grants@whakatane.govt.nz).
- The applicant is fully accountable and may be required to provide additional project reports and updates.

## IMPORTANT information on Resource Consents

- If your project or activity requires resource consent you **must** obtain this before applying to this fund. Evidence of consent is required with your application.
- If you do not disclose that resource consent required, or you have not investigated this before applying and you receive funding, you will be required to refund all of the funds provided.

## Whakatāne District Rateable Area



- The rateable boundaries include the following wards:

Whakatāne / Ohope  
Waimana  
Galatea / Minginui

Coastlands / Mokoroa  
Edgumbe  
Murupara

Rangitāiki Plains  
Rūātōki Valley  
Tāneatua

*If you need further assistance, please contact the Community Funding Advisor.*

### **What we don't fund:**

- Projects/events that are being conducted or held outside of the Whakatāne District rateable area. (See map and details.)
- Groups or organisations operating outside of the Whakatāne District rateable area.
- Overseas travel.
- Funds for the creation of loans, scholarships, gifts etc.
- Retrospective applications.
- Capital items in general.
- Commercial or private organisations whose primary purpose is profit-generation.
- 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.
- Medical expenses.
- Statutory functions, activities, and services (e.g., core education, policing, health care etc.).
- Salaries.
- Purchase or promotion of alcohol, tobacco, vaping products, or psychoactive substances.

### **Other important information**

1. Funds must be used for the purpose for which they were granted.
2. Successful applications will be selected by the Community Funding Committee panel.
3. The decision will be final, and no correspondence will be entered into.
4. Successful applicant/s must acknowledge the Te Puaha Fund and Whakatāne District Council in their promotional activities.
5. Applicants may be required to complete project reports; provide an invoice or complete funding agreements which will initiate progress reports and payments for the life of the project (\$10,000 and above).
6. Project funds may only be spent as approved in your application unless you have made alternative arrangements with Council. Any enquiries of this nature should be directed to the Community Funding Advisor at [grants@whakatane.govt.nz](mailto:grants@whakatane.govt.nz)
7. Projects or events must be completed within 12 months of receiving funding.
8. Reporting must be completed as below.
9. Any unspent funds must be returned within one (1) month at the completion of the project.
10. If you decide not to continue with your project, any funding provided must be returned within one week of that decision.

## Value of Funds and Application Requirements

There are different requirements dependent on the value of funds received relating to both your application and reporting. It is important you note the conditions before submitting your application.

Funding Amounts	Conditions
Up to \$2,500	Application only required
\$2,501- \$5,000	Application and one (1) quote where required**
\$5,001 - \$10,000	Application and two (2) quotes where required**
Over \$10,000	Application and three (3) quotes where required**

**\*\*Note:** Quotes are only required for **capital purchases** or **specialised services**. If you are unsure whether you need to obtain quotes, please contact the Community Funding Advisor [grants@whakatane.govt.nz](mailto:grants@whakatane.govt.nz) before you complete your submission. (Please allow 2-3 days for response.)

For grants below \$10,000 one grant payment will be made. For grants of \$10,000 and over, progress and final payments will be made by agreement to applicants on satisfactory completion of progress reports and any other required material.

## Reporting

You will be required to report back within one (1) month on completion of your project or activity. That report **may** be completed by way of a presentation to nominated representatives of WDC or by completing a Project Completion form depending on the conditions of the grant amount awarded.

On completion your report must include:

1. How your project/activity met the guidelines of the Te Pūaha Fund.
2. Which communities and how many people were assisted or affected by your project or event.
3. Copies of receipts and relevant financial documents required or requested.
4. Photographs of the event/project where possible and copies of any promotion.
5. If children are photographed or involved in your project, a completed media release form which can be obtained from the Community Funding Advisor.
6. Videos are welcome as additional support material.

## Community Funding Committee panel

The Community Funding Committee is the current delegation for Whakatāne District Council community funding decisions. The committee comprises three Councillors. They will be assisted by a panel comprising representative(s) from Ports and Harbours whose role will be to report to and advise the committee on the applicants and their applications.