

2024 Community Matching Fund Application Guidelines



Nau te rourou, naku te rourou, ka ora ai te iwi
With your food basket, the people will be healthy.



The Community Matching Fund is a funding initiative to help community groups within the Western Bay district help themselves. It was established to support projects led by not-for-profit community groups working for the benefit of their communities. This fund recognises that community groups contribute numerous resources (e.g. volunteers, time, and labour) to projects, and seeks to match the dollar value of community effort with a grant.

There are two sources of funding operating together – a General Fund for social, recreational, sustainability, arts and cultural initiatives, and an Environment Fund for projects associated with the natural environment. Some applications may be eligible for both funds.

- **Applications open 1 July 2024 and close 31 July 2024**
- **Applications must be made online**
- **Decisions will be made toward end of September 2024.**

How much can I apply for?

The total amount available in 2024 is \$140,000, made up of \$100,000 in the General Fund and \$40,000 in the Environment Fund. You may apply for any amount, up to the value of your own contribution (see below). The amount applied for should include GST.

Generally applications are between \$1,000 and \$10,000.

How do I 'match' the grant?

"Matching" means a 50/50 share. Council's half is a cash grant and your half could be any combination of:

- Volunteer labour valued at \$23.15 per hour (for people aged 16 years and over)
- Donated professional services valued at \$65 per hour (maximum)
- Funds already raised through other means
- Donations of materials at retail or rental rate.

What we do fund

Eligible activities and projects are those that:

- Fulfill an existing or emerging community need that can be demonstrated
- Provide benefits to the public
- Contribute to positive social, recreational, cultural or environmental outcomes to the residents of the Western Bay of Plenty District
- Demonstrate a commitment to 'match' a half share (financial or in kind) from the applicant's own efforts.

Examples of uses for the General funding:

- Start-up assistance for new projects or services
- Community information and communication networks and coordination
- Equipment and materials
- Sustainability projects e.g. recycling initiatives, solar power
- Projects that assist organisations or individuals to improve their organisational and operational skills.

Examples of uses for the Environment funding:

- Native plantings, associated weed control costs, associated minor earthworks
- Environmental education programmes, signage, pamphlets, newsletters, registration fees
- Biodiversity-associated structures such as fish passage structures, bird hides, footbridges
- Ecological monitoring and monitoring equipment e.g. tracking tunnels, tags, contractor and associated costs
- Animal pest control programmes (e.g. traps, poisons or contractor fees)

What we don't fund

- Individuals and for-profit organisations
- Applications where projects are more suited to funding by other organisations or different Council processes
- Activities already completed
- Applications from groups that have received other Council grants within the current Council financial year (e.g. Community Board Grants)
- Applications to fund land or property purchases or permanent salaries or rent
- Maintenance (e.g. of buildings)
- Programmes duplicating local existing public or private services
- Facilities on private land

How are decisions made?

Applications are assessed on a number of criteria. Application can only be considered if they meet the eligibility requirements above. If they do, priority will be given to initiatives and projects that:

- Have the greatest degree of public benefit and are free to the public
- Build strong, resilient communities and enhance wellbeing
- Build the capacity of individuals via education and/or training
- Include partnerships with other groups/agencies
- Contribute to outcomes for the aging population, young people, people with disabilities, and/or local public art.
- Contribute to [Safer Communities](#), or [Welcoming Communities](#) programmes.

How to make an application

- Applications open 1 July 2024
- Applications close at 5pm on 31 July 2024
- A 2024 Community Matching Fund Application Form must be completed online and supporting documentation supplied.
- The Application Form must be completed online at www.westernbay.govt.nz. Applications that do not use the online form cannot be considered.
- Applicants have the responsibility to obtain any resource consents, permits or licences, etc., needed to undertake these activities. Costs associated with these should be mentioned in your application.

Application processing and decision-making

- Applications will be assessed by a panel and recommendations to Council will be made mid-September 2024
- Council will meet on (date) September 2024 to decide on all applications
- Applicants can expect to hear about Council's decision by end of September 2024.
- Successful applicants can send an invoice to uplift the grant as soon as it is awarded
- All invoices for successful grants must be received by (check).

For advice and information, please contact

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