

Community Funding Application Process & Funding Guidelines

Community Grants

Donations

Sponsorships

Loans

Industry Support

Conferences and Events

Special Projects and Research

Major District Initiatives

1. GUIDELINES FOR APPLICATIONS

1.1. Objects and Goals

- a) to promote sustainable employment opportunities in the West Coast Region; and
- b) to generate sustainable economic benefits for the West Coast Region; and
- c) to support projects which are not the ordinary day-to-day running, maintenance and upgrade of the infrastructure that is normally the responsibility of the local authorities or central government, provided such projects meet paragraphs (a) and (b);

provided that any private benefit conferred to any person (other than a charity) is incidental to these overriding objects.

Proposals must also aim to achieve self-sufficiency and sustainability.

1.2. High Level Goals (in brief)

- a) to support sustainable Regional economic growth
- b) to promote sustainable Regional employment opportunities
- c) to ensure the West Coast becomes a learning centre
- d) to facilitate social and community support
- e) to build positive community attitudes
- f) to promote environmental sustainability
- g) to facilitate land and resource access and use
- h) to promote a positive attitude to development and success on the West Coast
- i) infrastructure requirements are identified and progress supported.

1.3. Application Form and Guidelines

Application forms and guidelines are available from the office of Development West Coast, 1st Floor, 112 Mackay Street, Greymouth, the website www.dwc.org.nz, or by phoning (03) 768 0140 or 0800 768 0140 for those outside the free calling area.

1.4. Process and Timelines for Applications

A schedule of application closing dates and subsequent consideration dates is below.

FUNDING ROUND	CONSIDERATION DATE	CLOSING DATE
Sponsorship	Monthly	Ongoing
Major District Initiative	Monthly	Ongoing
Over \$100,000	June	1 st March
Under \$100,000	November	1 st August

1.5. Eligibility for funding

1.5.1. Eligible Organisations

Community organisations must be legally constituted not for profit community groups, trusts or incorporated societies with tax exempt status and/or charitable purposes and must have been in existence for at least 12 months and have audited financial statements.

1.5.2. Ineligible Projects

Projects which are for the ordinary day-to-day running, maintenance and upgrade of infrastructure that is normally the responsibility of local authorities and/or central government are not eligible for funding.

1.6. Types of Funding

Applications can be made for:

- a) Donations
- b) Grants
- c) Loans
- d) Sponsorships

2. APPLICATION CRITERIA

2.1. General

- a) Applications should aim to achieve self-sufficiency and sustainability and be consistent with the objects of Development West Coast.
- b) Funding for operational costs such as wages, rent, administration costs, debt servicing, etc will generally not be available.
- c) All applications should demonstrate a high degree of financial support from other funding agencies and the community.
- d) Retrospective applications will not be considered.
- e) Decisions of Development West Coast will be final and no correspondence will be entered into and Development West Coast shall not be obliged to give reasons for its decision.
- f) Outcomes of any application must be of primary benefit to the West Coast region.
- g) Where applicable, only parent bodies located on the West Coast may apply.
- h) Agreed key performance indicators (KPI's) will be established for all approved applications.
- i) On completion of the project the applicant will be required to demonstrate, to Development West Coast's satisfaction, that it has achieved outcomes in line with the KPI's and if the applicant fails to achieve the KPI's, funds advanced may need to be returned to Development West Coast.
- j) On completion of the project, any unspent funds shall be returned to Development West Coast.
- k) There is no minimum threshold for sponsorship & donation applications. A threshold of \$5,000 applies to all other applications.

- l) Applications for more than \$10,000 will require financial statements audited by a Chartered Accountant.
- m) Successful applicants are required to acknowledge in their application Development West Coast's obligation to conduct its affairs in a manner that is transparent and accountable to the people of the West Coast region and, in particular, Development West Coast's requirement to report annually in respect of each application including:
 - (i) the name of the applicant;
 - (ii) the amount of the distribution;
 - (iii) the type of distribution.
- n) Successful applicants may be required to agree to the appointment of an Advisor or Mentor to assist with the organisation of the project.
- o) Successful applicants must give appropriate public acknowledgement of Development West Coast's support in a manner acceptable to Development West Coast.

2.2. Applications for Events & Conferences

- a) Any event/conference must be held within the West Coast region or, if outside the region, be primarily to attract business and employment to the West Coast region.
- b) Any event/conference should involve not less than 150 participants.
- c) Any event must have in place an appropriate organisation structure.
- d) Any event/conference must demonstrate an appropriate business, educational, and/or economic development focus and compliance with the objects of Development West Coast.

2.3. Applications for Loans

- a) The applicant must have powers in its constitution to borrow money.
- b) The applicant must clearly identify an ability to service any loan.
- c) Loans must be for capital projects or proposals and not for operational costs, and will be on the terms and conditions determined by Development West Coast.
- d) Loans in excess of \$50,000 are to be secured by a mortgage over land and/or buildings