



# Horizons Regional Council

## Community Grant Guidelines

Horizons' community grants provide funding and advice to community groups who are helping make this region a great place to live, work and play.

### Our Vision

It's our aim to be an organisation recognised for our expertise, innovation, and leadership in making our region a great place to live, work and play.

We want to create opportunities for the region to grow economically and socially in a way that preserves or enhances agreed environmental and cultural values.

Our community grants programme is designed to support community-led projects that will help us achieve those goals.

### Who can apply?

Community groups, schools, early childhood centres, and iwi/hapū groups are eligible for our community grants.

The project must be non-profit making.

### What can you apply for?

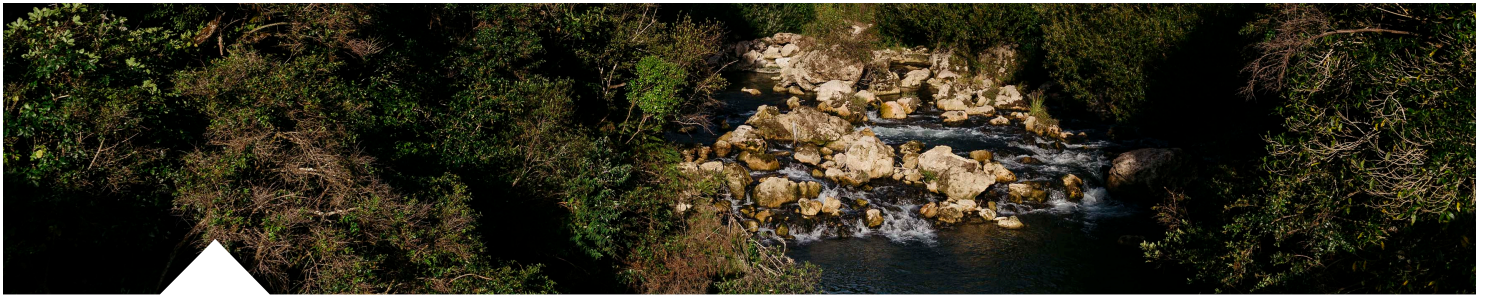
Our community grants programme focuses on helping improve our region's environment.

We're looking for projects that enhance our region or encourage more people to engage with our natural environment.

Applications are assessed on their environmental benefits, feasibility, community involvement and long-term benefits for the region.

Applications that provide opportunities for public to learn about their natural environment or encourage greater use of our natural facilities and amenities will be considered favourably. Please note that beautification planting, edible forests and community vegetable gardens do not fall into this category.

A cap of \$7,500 per application applies.



## What is not funded:

The community grants programme cannot fund:

- Projects required as part of resource consent conditions or mitigation requirements;
- Projects that may lead to a conflict of interest for Horizons as a regulating authority;
- Retrospective funding for projects already completed;
- Volunteer labour, wages or salaries;
- Projects resulting in commercial financial benefit; and
- Horizons Regional Council projects.

## Funding requirements:

Permission from any landowner whose property the project is taking place on must be presented at time of application.

A Health and Safety Plan, if required, must be undertaken before funding is spent.

Funding must be uplifted (via you spending the grant amount and then invoicing Horizons for reimbursement) by the end of May 2020.

If successful, you must agree to provide regular progress updates about the project to the Community Grants Committee (including photos if available) based on the timeframes below and a final report within one month of completing the project.

Progress updates are to be emailed to [communications@horizons.govt.nz](mailto:communications@horizons.govt.nz) before 24 August 2019, 24 October 2019, 24 December 2019, 24 February 2020, and 24 April 2020. Even if your project hasn't started yet, you must update Horizons with that information.

## Community grants criteria:

Your application will be assessed against the following criteria:

- Environmental benefit
- Feasibility
- Community involvement
- Long-term benefits to the region

## What happens once you have submitted your application?

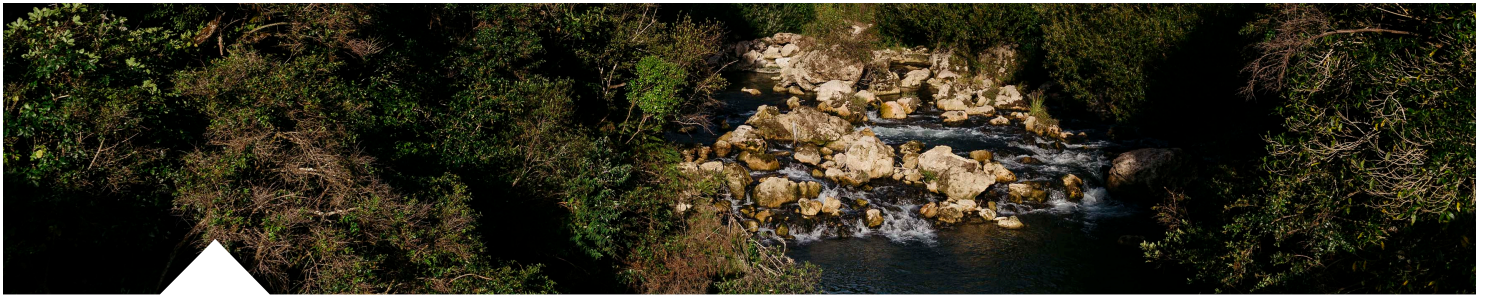
After we received your application, we will assess it against the criteria and other applications made.

We will let you know whether or not your application is successful by 21 June 2019.

## Tips for a successful application:

- Be clear and concise about what your project will achieve;
- Include a project plan, a breakdown of how costs will be spent, quotes for these costs and a realistic timeline; and
- Detail how the project's outcomes will be maintained in the long-term.





## What happens if your application is successful?

We will contact you to let you know you are successful and how much you have been awarded. We will also let you know if there are any additional conditions to your funding.

We will send a confirmation letter and audit reconciliation form in the mail.

You will then have until the end of May 2020 to spend your grant. **This requires you to undertake the initial spending yourself before invoicing Horizons for your allocated funding.**

Once you have spent your allocated funding amount, fill in the audit reconciliation form and attach copies of your receipts. Provided the funding has been spent as agreed, we will then reimburse you the grant amount.

## Sending in your application:

You can apply online at [www.horizons.govt.nz](http://www.horizons.govt.nz) or via mail. Please post hardcopy applications to

**Community Grants  
Horizons Regional Council  
Private Bag 11025  
Manawatu Mail Centre  
Palmerston North 4442**

Or deliver to our office at 11-15 Victoria Avenue, Palmerston North.

**Applications close  
5pm, Monday 13 May 2019.**

