

COMMUNITY FUNDING PROGRAM



COUNCIL POLICY

PURPOSE

This policy outlines City of Palmerston Community Funding Program and specifies the types of funding available for organisations, community groups, and individuals within Palmerston.

PRINCIPLES

Council is committed to supporting initiatives which benefit the Palmerston community through:

- Open and transparent governance, as well as ensuring Council is financially sustainable.
- Achieving the Outcomes of Council's Community Plan.
- Developing vibrant, engaged and more resilient communities.
- Distributing funds in an equitable, transparent, and sustainable manner.

DEFINITIONS

TERM	DEFINITION
Community Grant	Council provides financial assistance to organisations that are executing projects or activities that offer benefit to the Palmerston community.
Environmental Initiatives	Council provides financial assistance to community organisations, schools or businesses to implement projects or activities that support waste reduction, water or energy efficiency opportunities or rehabilitation of the environment.
Representation Support	Council provides financial assistance to individuals, groups, or teams representing Palmerston locally, nationally or internationally.
Annual School Awards	Council provides financial assistance to Palmerston Schools toward student awards.
Graffiti removal	Council will support graffiti removal by offering financial assistance.
Auspice	An auspice is an organisation that manages grant funding on your behalf. This arrangement is often required when smaller unincorporated organisations do not meet eligibility requirements, a larger nonprofit group may choose to provide support.

TERM	DEFINITION
Acquittal	An acquittal is a written report submitted after the funded project is complete. It details how the recipient administered the relevant funds and met the project outcomes.

POLICY STATEMENT

1 Funding

- 1.1 Funding requests must be made via the application process, by completing the relevant webforms on City of Palmerston's website.
- 1.2 Funding requests must provide a clear benefit to Palmerston and relate Palmerston's Community Plan, Municipal Plan and/or associated frameworks or strategies.
- 1.3 All requests for funding are subject to eligibility criteria.
- 1.4 The success of applications is determined by their relevance and value to the Palmerston community.
- 1.5 Community groups, incorporations and not for profit organisations are eligible to apply for Community Grants and Team Representation.
- 1.6 Requests from commercial entities will be considered for Environmental Initiatives.
- 1.7 Individuals will be considered for Representation Support.
- 1.8 Financial support is limited to one successful application per financial year.
- 1.9 A funding application for funds greater than \$10,000, requires the organisation to provide its most recent audited financials.
- 1.10 The successful applicant must sign a funding agreement and return it to City of Palmerston before funds are disbursed.
- 1.11 Successful Grant recipients will be required to complete an acquittal of funds within three (3) months of completion of the activity or project on the acquittal form provided by City of Palmerston.
- 1.12 Incomplete applications will not be progressed, any application that remains incomplete after a 6-month period will be deemed as withdrawn.
- 1.13 Funding requirements are detailed in the Community Funding Program Guidelines and available on City of Palmerston's website.

2 Funding Categories

- 2.1 Grant funding is available from \$500 to over \$10,000.
- 2.2 Environmental Initiatives are available for up to \$20,000, with applicants providing a financial contribution that matches the requested grant amount. Environmental Initiatives require no financial contribution for non-profit organisations and Palmerston-based schools, while all other entities will be required to match the financial amount requested.
- 2.3 Individual Representation Support is \$250 per eligible applicant.
- 2.4 Team Representation Support available for up to \$2,000 per eligible team.
- 2.5 Annual School Awards \$100 per Palmerston based School.
- 2.6 Graffiti Removal up to \$500.

3 Funding Decisions

- 3.1 A Council decision is not required for Individual Representation Support.
- 3.2 A Council decision is not required for requests for funding of \$2,000 and under.
- 3.3 Requests for funding over \$2,000 will be presented to Council for decision.

ASSOCIATED DOCUMENTS

- City of Palmerston Community Funding Program Guidelines.

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	[Responsible Officer]
APPROVAL DATE	4 March 2025	NEXT REVIEW DUE	3 March 2029
RECORDS NUMBER	626921	COUNCIL DECISION	10/1776