

Community Investment Fund - 2024-2025 Guidelines

1. Introduction

Nelson City Council has been working with community organisations for many years in a variety of ways such as funding agreements, one-off grants, rates remissions, intermediary loans, and community leases and licenses. The Community Investment Fund (CIF) was established in 2015, providing grants that contributed to Council's social development outcomes.

Council refined the CIF priorities in 2021 to reflect the LTP 2021-2031, with a greater focus on supporting vulnerable communities in Nelson.

The Community Investment Funding Panel, comprising four to six community members and the Group Manager – Community Services makes the funding decisions on behalf of the Community and Recreation Committee.

2. Available Funding

Total funding budgeted for the Community Investment Fund in 2024-25 is \$380,000. This is allocated as follows:

\$266,000 is available for **strategic grants**

\$114,000 is available for **small grants**.

3. Funding categories

The Community Investment Fund has two categories:

- **Strategic Grants**
 - Grants are up to 3 years
 - Maximum grant of \$30,000 p.a.
 - Focus: improving wellbeing in communities of greatest need focusing on
 - reducing social isolation,
 - reducing housing vulnerability,
 - improving access to work and learning opportunities and
 - reducing the impact of poverty
 - Strategic grants will be allocated in one funding round:
 - Funding round opens 1 May 2024 and closes: 5 July 2024
 - Grants will be paid from September 2024
- **Small Grants**
 - Focus on addressing emerging issues and social development projects focusing on supporting communities of greatest need in Nelson.
 - Applications for new and innovative projects are welcomed.

- Maximum grant: \$10,000 (most are likely to be much smaller)
- Two funding rounds p.a.
 - First round opens in 19th August with grants paid in December 2024
 - Second round opens March 2025 with grants paid in June 2025

4. Funding Priorities

a. Overall CIF funding priorities.

CIF funding is to achieve *Social development* outcomes.

Grants are not for arts, sport, or recreations projects, except as they may contribute to social development outcomes.

b. 2024-25 Priority areas:

Council agreed to the following priorities for CIF from 2021, in line with the proposed Long-Term Plan 2021-2031:

Funding allocations will be guided by the priorities set out in the [Community-Partnerships Activity Management Plan 2021-2031](#) i.e.

To prioritise funding towards improving wellbeing in communities of greatest need, focusing on

- *reducing social isolation,*
- *reducing housing vulnerability,*
- *improving access to work and learning opportunities and*
- *reducing the impact of poverty; and*

To respond to changing and emerging needs in the community.

The Community Investment Funding Panel will allocate up to 70% of the available funds towards strategic projects once every three years.

The remaining funding allocation will be allocated via small grants of up to \$10,000 as part of a twice-yearly funding round.

5. Additional general criteria for funding:

- Other factors that will be considered when allocating the funding include:
 - the level of wider community involvement in the project, with preference given to projects that show elements of partnership or collaboration.
 - the value of the project to the community in comparison with the cost to council
 - the ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
 - the past achievements and potential of the organisation
 - contribution to other Council policies/strategies
- Applicants to the community investment fund must be registered charities (registered in the Charities Register) or be able to supply a tax exemption certificate to show they have 'non-profit' status

- Non-profit organisations without this status can nominate an umbrella organisation to receive and administer the funds on their behalf. In this case the umbrella organisation would be legally accountable to Nelson City Council for any grant received
- Applicants can submit more than one application, provided additional applications are collaboration projects, in partnership with other community organisations
- Late applications may be considered at the discretion of the Community Investment Funding Panel, but in general will not be accepted
- Retrospective funding will not be considered
- The project/activity must provide a public benefit and be open to members of the public within the Nelson City boundaries and/or benefitting Nelson residents, with Nelson-based projects preferred.
- Successful applicants must acknowledge Nelson City Council support in their annual accounts and in promotional material wherever possible.

6. What won't be funded

- Individual people.
- Individual businesses, government agencies or departments, or political parties.
- Duplication of existing public or private programmes operating close to each other.
- Purchase or improvement of privately owned facilities.
- Funding activities that involve any alcohol, tobacco, illegal substances and gaming.
- Expenses incurred out of the region such as transport or accommodation.
- Professional fundraising services.
- Activities already completed.
- Projects already funded by Council.
- Public services that are the responsibility of central government (e.g. core education, primary health care).

7. Accountability and feedback reporting

- Grant recipients will need to complete an accountability report within a year of receiving the grant, with annual progress reports for multiyear grants. The accountability report is also a chance to celebrate what you have achieved and provide feedback to Council. Photos and stories are welcome.
- Accountability reports will be submitted on-line.
- Staff will also meet with recipients of multi-year grants six-monthly to discuss progress, and issues encountered, and how they may be addressed.
- Note that Council may use photos and extracts from the accountability reports for promotional purposes.

8. 2024/2025 Timeline and Process (provisional)

August 2024	Small Grants applications (Round 1) opens 19 August 2024
October 2024	Small grants applications close 6 October
December 2024	Small Grants (Round 1) decisions and grant payments
March 2025	Small Grants (Round 2) open
April / May 2025	Strategic Grants Progress and feedback meetings Small Grants Round 2 closes May 2025
June 2025	Small Grants (Round 2) decisions and grant payments