

2025/26

# Community Grants and Funding Framework and Policy



Te Kaunihera-ā-Rohe o Taratahi

**CARTERTON**  
DISTRICT COUNCIL

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# Introduction:

**Carterton District Council is committed to supporting initiatives that enhance the wellbeing, resilience, and vibrancy of our community. Through this Community Grants and Funding Framework and Policy, the Council provides a clear and transparent process for allocating financial support to individuals, groups, and organisations who are working to deliver positive outcomes for the Carterton district.**

This policy outlines the principles, priorities, and procedures for administering funding and other financial contributions made by Council. It is designed to ensure that public funds are distributed fairly, efficiently, and in a way that aligns with Council's strategic goals, Long-Term Plan and community aspirations.

The framework encourages partnership, innovation, and inclusivity by supporting a diverse range of community-led projects, events, and services. It also aims to build capacity within the community and foster collaboration between Council and local stakeholders.

This is guided by the Funding Framework and will support the broader outcomes such as the social, cultural, economic and environmental wellbeing of all our people and places.

This policy applies to all contestable funding programmes administered by Carterton District Council.

By adopting this policy, Carterton District Council affirms its role as a proactive enabler of community development and sustainability and ensures that all funding decisions reflect our values.

**Carterton District Council has many different sources of funding and support to empower organisations to meet their shared goals including, but not limited to:**

- Community Grants
- Waste Minimisation Fund
- Creative Communities Funding
- Rural Travel Fund
- Sport NZ Travel Fund
- RSA Memorial Fund
- In-kind grants
- Extraordinary Grants.





## Funding Covered by this framework:

### Community Grants

- Single year community grant – local
- Single year community grant – regional

### Environmental

- Waste Minimisation Fund

### Arts & Culture

- Creative Communities Funding Scheme

### Education

- RSA Memorial Fund

### Sports and Recreation

- Sport NZ Rural Travel Fund

### General

- In-kind grants
- Extraordinary Grants

# Strategic Alignment

## Our Vision and Outcomes – Hapori – o matou whakakitenga me nga wakataunga

### **“A welcoming and vibrant community where we all enjoy living”**

#### **Cultural Well-being**

- Te Āo Māori/Māori aspirations and partnerships are valued and supported
- A community that embraces and encourages our cultural diversity and heritage
- A community that fosters and promotes our character and creativity.

#### **Economic Well-being**

- Quality, fit for purpose infrastructure and services that are cost-effective and meet future needs
- A vibrant and prosperous business and primary sector investing in, and supported by, the community
- A community that is productively engaged in employment, education, and community service.

#### **Environmental Well-being**

- Safe and resilient water supply, wastewater, and stormwater systems
- Healthy, sustainable waterways
- An environmentally responsible community committed to reducing our carbon footprint and adapting to a resilient community capable of responding and recovering from environmental shocks.

#### **Social Well-being**

- A strong and effective council providing trusted leadership
- A caring community that is safe, healthy, and connected
- An empowered community that participates in Council and community-based decision making
- Awesome public facilities, spaces, and parks.

Carterton District Council's core responsibility is to provide services and support that promote the sustainable development of the district, in line with the Local Government Act 2002.

The Community Grants and Funding Framework and Policy outlines how Council will work in partnership with community and voluntary organisations to enhance the wellbeing of Carterton's people, places, and environment.

The Framework provides a clear and consistent approach to how Council allocates funding and support. It actively promotes progress against the priorities and outcomes set out in the Long-Term Plan and Annual Plan and ensures alignment with Council's broader strategies and implementation plans.



# Grants and Funding Principles

Our grant programmes are guided by the following core principles to ensure funding is delivered in a way that supports meaningful, inclusive, and lasting impact:

## 1. Partnership

We value collaboration and shared purpose. We aim to build strong, respectful relationships with communities, organisations, and stakeholders, working together to achieve common goals.

## 2. Equitable Outcomes

We are committed to advancing equity by prioritising access to resources and opportunities for communities who have historically been underserved or disadvantaged, ensuring fair and just outcomes for all.

## 3. Trusting Relationships

We believe in building relationships based on trust, transparency, and accountability. We strive to be responsive, listen openly, and honour the knowledge, expertise, and experiences of those we work with.

## 4. Empowerment

We support initiatives that build capacity and enable communities to lead their own development. Our funding approach seeks to uplift local leadership, foster innovation, and strengthen community resilience.

## 5. Transparency

We are open and honest in our processes, decisions, and communications. We ensure that criteria, decisions, and use of funds are clearly communicated and accessible.



# Rules for Grant Funding

This section sets out the various grants Carterton District Council manage and distribute and their rules.

## Funding Agreements

All funding provided by Council will be formalised through a Funding Agreement. These agreements may include key performance indicators (KPIs), milestones, and clearly defined deliverables.

Each agreement will outline the mutual responsibilities of both the Council and the recipient organisation, as well as the project, service, or activity being delivered to benefit the community. Specifically, the project, service or activity must evidence benefit to the Carterton District.

The type and scope of the agreement will vary depending on the level and nature of support being provided.

Each Council fund or fund administered by Council has its own specific criteria, tailored to the purpose and objectives of the fund. These criteria are outlined in detail later in this document.

Grants are primarily intended to support not-for-profit, charitable, and voluntary organisations, collectively referred to as community organisations, as they exist to provide a public or community good rather than private gain.

There are various categories of applicants eligible for grants and funding from Council. Please note that these vary depending on the grant.

## 1. Community Organisations

Most community organisations have a formal legal structure, including governing documents (e.g. a constitution) that outline their purpose, governance, and management arrangements in line with their charitable mission. Please note that all groups applying for more than \$1000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957, or be a legal entity that is registered for charitable purposes.

Having a recognised legal structure:

- Enables the Council to enter into a formal agreement with the organisation
- Ensures proper accountability and stewardship of public funds.



## **2. Unstructured Groups (using an Umbrella Organisation)**

Groups without a formal legal structure may still apply for funding, provided they work with an umbrella organisation.

### **The umbrella organisation must:**

- Agree to receive and administer the grant on the group's behalf
- Enter into a funding agreement with Council
- Be legally responsible for the appropriate use and reporting of the funding.

## **3. Social Enterprises and Commercial Entities**

Council also welcomes applications from commercial entities and social enterprises that deliver strong social, environmental, or cultural outcomes. To be eligible as a social enterprise, the applicant must:

- Operate with a clear community-focused mission
- Demonstrate that most profits or surpluses are reinvested into achieving that mission.

## **4. Individuals**

- Some grant funds allow individuals to apply
  - This is outlined in the eligibility section of each grant.

## **5. Businesses**

- Some grant funds allow businesses to apply
  - This is outlined in the eligibility section of each grant.

## **Eligible Applicants must:**

- Operate and be based in the Carterton District and deliver benefits to Carterton District residents – local entities (local grant fund)
- Organisations that may be based outside of the Wairarapa (regional entities) or outside of Carterton must evidence that they deliver services in the Carterton District or that services delivered benefit the District
- Must maintain effective financial management, accounting, monitoring, and reporting practices
- Have strong governance structures and the operational capability and capacity to deliver outcomes
- Submit accountability reports for previously awarded funding by the specified deadline.

## **Ineligible Applicants**

Grants governed by this framework are not available to the following:

- Political parties
- Schools\*
- Fundraising
- Other local authorities, government agencies, or public sector entities
- Entities with outstanding debts owed to the Council

*\* Schools may be eligible to apply for funding for projects that fall outside the core curriculum, such as community-based or extra-curricular initiatives and at the discretion of the Grants committee.*

**Refer to individual grants information for specific criteria.**





# Grant Programmes

## The Carterton District Council Community Grants Fund

### Overview

Community grants are primarily intended to support not-for-profit, charitable, and voluntary organisations, collectively referred to as community organisations, as they exist to provide a public or community good rather than private gain.

Funding for this grant is primarily set through the Long-Term Plan and adjusted annually for inflation during the budget process.

Council may choose to allocate specific amounts for particular purposes as part of the total amount available for each grants programme.

### Eligible entities must:

- Operate and be based in the Carterton District and deliver benefits to Carterton District residents – local entities (local grant fund)
- Organisations that may be based outside of the Wairarapa (regional entities) or outside of Carterton must evidence that they deliver services in the Carterton District or that services delivered benefit the District.
- **Community grants governed by this framework are not available to the following:**
  - Political parties
  - Schools\*
  - Internal applicants, including projects, programmes, or facilities managed by Council or its employees
  - Other local authorities, government agencies, or public sector entities.

*\* Schools may be eligible to apply for funding for projects that fall outside the core curriculum, such as community-based or extra-curricular initiatives and at the discretion of the Community grants committee.*



### Eligible Expenses for Grant Funding

Applicants are required to submit a comprehensive budget outlining the costs associated with the project, activity, or service that will deliver the intended community outcomes.

In most cases, Council funding will contribute alongside other funding sources, rather than being the sole source of financial support. This should be clearly reflected in the budget.

- Applicants must clearly indicate how the Council grant will be spent, specifying the project components it will fund or how it will help to offset the total cost of delivery
- Council will work with successful applicants to ensure that appropriate outcomes are agreed in line with the level of funding provided. Any special conditions related to how the grant can be used will be set out in the funding agreement.

### Eligible costs may include, but are not limited to:

- Project wages\* and professional fees, including artists' fees and volunteer reimbursements
- Administration and office expenses
- Accommodation costs, such as rent, lease payments, maintenance, insurance, and utilities
- Costs essential to service delivery, e.g. vehicle expenses for mobile services
- Marketing and communications, including advertising, printing, website development, and promotional materials
- Programme delivery costs, such as materials, equipment or venue hire, and tutor/facilitator fees

*\* Wages must be directly linked to project delivery and clearly connected to specific outcomes.*



## Ineligible Expenses for Grant Funding

While the Community Grants and Funding Framework and Policy offers decision-makers flexibility to support initiatives that achieve positive community outcomes, there are specific expenses and activities that will not be funded.

The following will **not be eligible** for grant funding:

- Debt servicing or repayment
- Legal expenses
- Activities promoting religious, ministry, or political purposes or causes
- Medical expenses
- Public services that are the responsibility of central government, such as core education or primary healthcare
- Commercial or profit making initiatives
- Religious or faith-based instruction, lobbying or education (Church organisations may apply for funds to deliver non-sectarian social services)

- Sports team accommodation, travel or uniforms (except for travel provided by the Rural travel fund pp18)
- Overruns in projects, events or initiatives
- Large physical works (e.g. upgrades to community buildings requiring permits or consents) unless all required consents or approvals have been obtained

*Note: Funding may be awarded in principle but will not be released until all conditions are met*

- Purchase of alcohol
- Retrospective costs, where the activity has already occurred.

## Funding Categories and application information

- Both Local and Regional grant funding is assessed with the same criteria.

### Application period:

- > Open mid June
- > Close 31 July.







## Waste Minimisation Grant

### Overview

The Waste Minimisation Fund has been established to support the implementation of local waste minimisation initiatives that align with:

- The Wellington Region Waste Management and Minimisation Plan (WMMP)
- Te Rautaki Para – A National Waste Strategy

This fund enables our community to take local action that contributes to the Government's priorities for minimising waste and improving waste management. It sets out what we want to achieve, and the tools to help us get there.

Achieving change will include targeted investment and ensuring we have the right legislative tools. It provides financial support for practical and innovative solutions aimed at reducing waste generation and improving resource recovery in the Carterton District.

## Source of Funding

The Waste Minimisation Fund is financed by the Waste Levy, which is distributed to local councils by Central Government under the Waste Minimisation Act 2008.

## Eligible projects can include (but are not limited to):

- Equipment needed to achieve the project outcomes (submit two quotes per item of equipment, where possible)
- Publicity or educational material directly related to the aims of the programme
- New initiatives or improvements/expansions to existing programmes using proven technologies
- Trials and pilot programmes using proven technologies
- Training needs of workers
- Skill development of project participants
- Administration costs related to the project

- Wages directly related to the project
- Travel costs (travel will only be funded if it is essential for the project, and each journey will be evaluated on its individual merit)

## Ineligible projects:

- Feasibility studies
- Waste disposal, treatment, or recycling costs
- Ongoing financial support of existing activities or running costs
- Duplication of other demonstration projects or pilot studies
- Debt servicing
- Retrospective projects/work that has already been completed
- Legal expenses
- Any costs related to preparing the application
- Catering costs.





## Funding Categories and application information

The Waste Minimisation Fund offers two distinct funding streams to support a range of project sizes and timelines: the **Rapid Fund** for small-scale initiatives and the **Annual Contestable Fund** for larger or more complex projects.

### 1. Rapid Fund

#### Contestable funding for small-scale projects – up to \$2,000.

The Rapid Fund is designed to support smaller, low-complexity projects that contribute to waste minimisation outcomes throughout the year. This fund enables quick access to financial support for practical initiatives that align with local and national waste reduction goals.

#### Examples of eligible projects include:

- Waste minimisation planning and implementation for community events
- Waste audits for local organisations or groups
- Seed funding for pilot projects or trial initiatives
- Public education and awareness campaigns
- Training or professional development in waste minimisation practices
- Implementation of small-scale waste systems (e.g., composting, reusable alternatives).

#### Key Details:

- **Assessment:** Applications are reviewed by Carterton District Council Community Development staff
- **Funding limit:** Up to \$2,000 per application
- **Application period:** Open from 1 July to 31 May annually
- **Application frequency:** Applications are assessed monthly as received

- **Application deadline:** Applications must be submitted at least six weeks prior to the project start date
- **Decision timeframe:** Applicants will be notified within four weeks of submission.

### 2. Annual Contestable Fund

#### Funding for medium to large-scale projects – over \$2,000.

The Annual Contestable Fund supports larger-scale, strategic projects that place waste minimisation at their core. Successful projects will demonstrate significant impact—either by reducing waste to landfill or by enhancing community knowledge, engagement, and capacity to adopt sustainable practices.

#### Examples of eligible projects include:

- Seed funding for social enterprises or start-ups with a waste minimisation focus
- Community-based resource recovery or reuse centres
- System or process redesigns that reduce waste generation
- Establishment or strengthening of sustainability-focused community networks
- Development of infrastructure or assets that support waste diversion
- Technological or systems-based innovation in waste management.

#### Key Details:

- **Assessment:** Applications are evaluated annually by a designated assessment panel
- **Total funding available:** Up to \$60,000 per financial year
- **Eligibility:** Projects must have waste minimisation as a central objective, not as a secondary or indirect benefit.

#### Application period:

- > Open: 1 July
- > Close: 31 October annually
- **Decision timeframe:** Applicants will be notified following assessment in November.





# Creative Communities Scheme:

## Overview

The Creative Communities Scheme is funded by Creative New Zealand and administered by Carterton District Council. The purpose of the scheme is to support community-based arts activities that engage New Zealanders in local creative experiences.

A wide range of art forms and projects are eligible, provided they align with at least one of the scheme's three key funding criteria:

## Funding Criteria

**Projects must meet at least one of the following:**

### 1. Participation

To support opportunities for local communities to actively **engage with and participate in the arts.**

**Examples include:**

- Community performances (e.g. choirs, theatre, hip-hop, poetry, music)
- Arts workshops (e.g. printmaking, writing, dance)
- Creation of new tukutuku, whakairo, or kowhaiwhai for a local marae
- Exhibitions by local craft or cultural groups (e.g. weaving, pottery, carving)
- Local arts festivals or community film projects

- Artist residencies involving local communities
- Public artworks created by or with the community
- Seminars and development workshops for local artists.

### 2. Diversity

To support and celebrate the artistic cultural traditions of local communities.

**Examples include:**

- Arts projects in Māori or Pasifika heritage and contemporary art forms
- Projects led by or involving local migrant communities
- Collaborations between different cultural or community groups
- Projects involving people with lived experience of disability or mental illness.

### 3. Young People

To enable young people (under 18) to actively engage in and create art.

**Examples include:**

- Youth-led mural or street art projects
- Young people producing films on topics important to them
- Publishing collections of writing by youth
- Youth music or visual art workshops and exhibitions.

## Eligible Expenses

- Funds may be used for the following costs directly related to delivering an arts project:
- Art materials and supplies
- Venue or equipment hire
- Short-term personnel or administrative costs
- Promotion and publicity for the project.

## Ineligible Expenses

The following are **not eligible** for funding under the scheme:

- Fundraising activities
- Development of infrastructure (e.g. galleries, marae, theatres)
- Projects run by local councils
- Projects where the arts component is minor or secondary (e.g. primarily health or education focused)
- Arts projects in schools or educational institutions that are part of the core curriculum or budget

- Ongoing operational or salary costs not tied to a specific project
- Costs for projects already underway or completed
- Travel to attend events or exhibitions outside the area
- Purchase of equipment (e.g. cameras, instruments, uniforms, costumes)
- Competition entry fees, prize money, awards, or judges' fees
- Royalties or copyright costs
- Purchasing artworks for collections
- Debt repayments or interest on loans.

## Application period:

There are two contestable funding rounds each year advertised on the Carterton District Council website.







## Sport NZ Rural Travel Grant

### Overview

The Sport NZ Rural Travel Fund is designed to help subsidise travel for rural junior teams aged between 5–18 years, removing the barrier of travel cost so they can compete in regular sporting competition. Territorial Authorities administer the Rural Travel Fund on behalf of Sport New Zealand.

### Eligible

The fund is available to rural sport club teams or rural school club teams within the participating Territorial Authority (TA) regions who are competing in a regular local competition outside of school time. These teams must consist of members aged between 5 and 18 years.

### Ineligible

- Individual players, coaches or officials
- Rural school or club teams competing in inter school or intra school competition during school time
- Funding will not be provided for, and may not be used for, the purpose of travel to regional or national sports competition.

### Application period:

There is one funding round per year.

- > Open Mid February
- > Close 31 March



# RSA Memorial Grant

## Overview

This grant provides a **Tertiary fund for residents of the Carterton District** who are **direct descendants of veterans and servicemen**.

The grants are provided by the Trust to students under 25 years of age to assist with expenses related to their tertiary education.

The total amount of funding from the Trust to be distributed each year is the annual interest earned on the Trust's principal amount invested.

## Eligible

At the discretion of the Carterton & Districts Returned & Services Memorial assessment committee, grants may be made to students who have been resident in the Carterton district for a minimum of two years.

- Residence within the Carterton district shall be defined as living with a parent or guardian or in a charitable institution in the district (excluding boarding hostels)
- Direct descendants of veterans and servicemen only will be considered (children, grandchildren and great grandchildren)
- Grants shall be made to students undertaking a full-time course of tertiary education
- Applicants must be under the age of 25 at

time of application

- First time applicants will be given preference
- Applicants can apply for a grant each year during their study
- Payment of a grant shall be made to a student following receipt of advice that the course of study has commenced.

## Ineligible

Applications for courses of completed study will not be considered.

## Application period:

There is one funding round per year.

- > Open Mid February
- > Close 31 March



# Extraordinary Grants

## Overview

Extraordinary Grant Funds are allocated from any remaining funds in the Community Grant Fund. The purpose of this fund is to empower communities to deliver small-scale, community-led initiatives—including events, activities, and projects—that primarily benefit the Carterton District’s communities of identity, place, or interest.

This fund is designed to support initiatives developed by the community, for the community, fostering local connection, participation, and resilience. It also provides Council with the flexibility to respond to and support emerging grassroots initiatives as they arise throughout the year.

### Eligibility:

Must adhere to the rules for grant funding and eligibility for the Community Grant Fund.

### Application Period:

Applications are assessed on an as-needed basis, and funding is subject to the availability of remaining funds in the Community Grant Fund at the time of application.







## In-kind Grants

### Overview

In-kind support applications are available and may be submitted as a standalone request or as part of a wider funding application. These may include donated goods or services, volunteer time, or the use of equipment, facilities, or venues provided at no cost.

While in-kind support does not involve a financial transaction, it can significantly reduce the overall cost of delivering an initiative. Council may also provide in-kind support where appropriate, such as venue hire waivers, staff time, or assistance with promotion. Applicants are encouraged to clearly identify and quantify any in-kind contributions in their application.

### Eligibility:

Please refer to Community Grants eligibility

### Application Period:

Applications are assessed on an as-needed basis.



# Conflicts of interest

Organisations that have an affiliation with elected members or Council employees may still be eligible to apply for grant funding. However, to maintain transparency and public trust, any actual or perceived conflict of interest must be clearly declared in the application.

This allows Council to take appropriate steps to manage and mitigate any potential conflicts during the assessment process.

Similarly, elected members and Council staff involved in the decision-making process must declare any potential or perceived conflicts of interest.

Where a conflict exists, they will excuse themselves from any assessment, discussion, or decision making related to the relevant application.

## Funding Limitations and Financial Considerations

Council grant programmes are consistently oversubscribed, and it is not possible to approve all funding requests. As part of the decision making process, Council will consider the overall financial situation of each applicant, including their ability to deliver the project or service with support from other funding sources.

This ensures that available funds are allocated fairly and strategically, with a focus on achieving the greatest community impact.

## Assessment

To ensure fair, informed, and transparent decision-making, funding assessment panels are appointed for various Council grant programmes. These assessors will be composed of individuals with a diverse mix of relevant expertise and knowledge aligned to the purpose of the fund.

### Key points:

- Representation on the panels is dependant on the fund. Some grants require elected members to be on the assessment panel and others, community members
- This approach supports diversity of perspective, allows for continuity, and provides opportunities for new panel members to participate and contribute
- All assessors adhere to Terms of Reference and/or guidelines of the fund they are assessing.

For smaller funding programmes, grant applications may be assessed by Council staff. In these cases, an internal funding assessment group will be formed, selected based on the skills and knowledge required for that specific fund.

- Internal funding assessment groups will consist of a minimum of three members to uphold principles of fairness, consistency, and transparency across all assessments and decisions.

# Grants administrations process roles and responsibilities

## Group Manager Community and Facilities

- Signs off on all funding agreements related to community grants.

## Community Development Team Leader

- Provides oversight of Community Grant applications
- Approves Community Grant recommendations before submission to the relevant subcommittee
- Work with elected members to review grants policies and any other relevant material when needed.

## Community Development Coordinator

- Coordinates and reviews applications for all grants funds
- Ensures all applicants are eligible to apply
- Management of Smartygrants
- Ensures alignment with Council priorities and no duplication or conflict between applications
- Manages relationships with successful applicants.

## Council Staff

- Responsible for reviewing and providing recommendations to the grants assessment committee
- Responsible for adhering to the policy and procedures outlined in this framework.

## Grants Funding Assessor

- Assessors on this committee independently review every application that is submitted
- Assessors then meet at the allocation meeting and collectively assess the applications
- Assessors award funding
- Assessors review grants policies and other relevant material as and when needed
- Ensures due process is followed and applications meet required standards
- Ensures applications align with Council priorities and do not conflict or duplicate other submissions.



