



# Community Fund Guidelines

## QLDC Community Fund

The Queenstown Lakes District Council (QLDC) Community Fund is an annual contestable fund for not-for-profit, charitable, or voluntary community organisations seeking funding that supports wellbeing outcomes for our people, place, and community.

The purpose of local government is to play a broad role in promoting the social, economic, environmental, and cultural wellbeing of communities. The Community Fund provides QLDC with the ability to support community organisations, projects, or activities that improve the wellbeing of the Queenstown Lakes District community.

Applications to the Community Fund are welcomed from new or established community organisations (not-for-profit, charitable, or voluntary) in the Queenstown Lakes District.

Applications can be made for:

- **operational funding** (including rent, utility costs and administrative support)
- **project funding** (including project materials, services and payment of project staff).

The Community Fund process is underpinned by the principles of the Te Tiriti o Waitangi | Treaty of Waitangi (partnership, participation, and protection) and aligns with QLDC's [Strategic Framework](#).

This guide outlines the QLDC Community Fund application process, criteria and eligibility requirements.

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## Applying for funding

Applications to the QLDC Community Fund are made through SmartyGrants, an online grant application platform. [Click here to access our platform](#).

We encourage you to be prepared with all the required information before starting your application.

Here is a list of attachments you must include with your application. There will be instructions within the form showing you how to attach these documents to the application. Please label all documents clearly with the name of your community organisation.

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# Community Fund Guidelines



All applications must include:

1. Annual financial report for your community organisation
2. Project budget (if applying for project funding).

Other optional attachments you may like to submit to support your application:

1. Annual report for your community organisation;
2. Strategic plan or business plan for your community organisation;
3. Letters of support from key stakeholders or partners;
4. Evidence of previous project or organisation successes e.g. photos, survey data, testimonials from volunteers.

If you have any questions about the process before submitting your application, please email [communityfunding@qldc.govt.nz](mailto:communityfunding@qldc.govt.nz) and one of the Community Partnerships Team will be in touch.

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## Eligibility

To be eligible to apply for support from the QLDC Community Fund, your community organisation must:

1. be a not-for-profit, charitable, or voluntary entity delivering services, activities, or projects within the Queenstown Lakes District Council boundaries. You can view the boundaries [here](#);
2. be a legal entity such as a trust or incorporated society and able to provide evidence of this status;
3. have no outstanding current debt owing to QLDC;
4. comply with all QLDC regulatory and statutory requirements relating to the delivery of their services or projects, including obtaining all necessary permits and consent;
5. be able to demonstrate sound financial management;
6. deliver services or projects within the timeframe of any approved funding, in alignment with the QLDC financial year (1 July to 30 June);
7. Have no outstanding reporting obligations for past funding received from QLDC.



# Community Fund Guidelines

## What we don't fund

Community Fund grants are not available for:

1. retrospective projects,
2. debt servicing or repayment,
3. legal or medical expenses,
4. activities that promote religious ministry or political purposes,
5. public services that are the responsibility of central government (e.g. core education, health),
6. physical works (e.g. improvements to community buildings) before the appropriate consents (resource or building) or permits have been obtained,
7. purchase of alcohol.

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## Terms and conditions of funding

Applicants must:

1. disclose to QLDC any other grants or funding sources for their service or project (either confirmed or in process), and any corporate or commercial sponsorship arrangements
2. not directly or indirectly seek to influence QLDC's funding decisions in any improper or unethical manner (or in any way which might have the appearance of being so)
3. not solicit or garner non-public information from QLDC which might give an unfair advantage in the application process
4. consent that QLDC completes due diligence, including the applicant organisation and personnel involved, and their relevant track record
5. consent that QLDC makes enquiries of third parties in this regard and provide access to referees upon request.

QLDC has the right to share application details with all departments of Council and to consult with them on any application.

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# Community Fund Guidelines



## Assessment criteria

A funding decision panel consisting of the full Council will review QLDC Community Fund applications received, along with officer's assessment and recommendations, and will make funding allocation decisions.

The QLDC Community Outcomes ([Vision Beyond 2050](#)) presents the aspirations of Queenstown Lakes communities. These are supported by our wellbeing framework and delivered through our strategic priorities and will be considered as part of the assessment of your application.

The Queenstown Lakes Wellbeing Framework includes:

### PEOPLE

- Healthy and fulfilled people: People live safe, meaningful lives with good physical and mental health.
- A good standard of living: People have good livelihoods, with access to quality employment and education. Individuals, families and whānau are able to prosper and support themselves.

### PLACE

- A healthy natural environment: The mauri of the taiao is respected and preserved. Air, water, land, and biodiversity is healthy and its natural beauty endures.
- An enabling built environment: Spaces, connections, and infrastructure empower people to live well.

### COMMUNITY

- Connected communities: Communities and networks are cohesive and provide opportunities for positive social interaction and support.
- Belonging & Identity: People of all backgrounds feel a sense of belonging. People are able to practice and share culture and traditions.
- Participation & Governance: Formal and informal governing bodies function effectively through active and diverse engagement.

The header features a dark teal background with a white graphic of a chain of stylized human figures holding hands, with hearts in their chests. A dark purple rectangular box is overlaid on the left side, containing the text 'Community Fund Guidelines' in white.

# Community Fund Guidelines

## 1. Outcomes

The Community Fund application will require information to be provided about the main outcomes your group, organisation, or project will deliver during the term of the funding and how these contribute to community wellbeing. Outcomes are the changes you expect to occur for those that benefit (people, place or community) from your services, activities, or projects. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

1. Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
2. Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
3. Social, financial, environmental, physical conditions (these are generally long-term outcomes).

Your application requires at least one outcome to be listed, with a maximum of three outcomes to be provided. Successful applicants will be asked to report on how they achieved these outcomes. A report template will be provided.

## 2. Creativity, innovation, and collaboration

We recognise that communities face increasingly complex challenges, and that creativity, innovation and collaboration can be critical to the development of solutions. We welcome proposals seeking to respond to issues and opportunities in innovative ways, including through collaborative partnerships.

## 3. Purpose and those who benefit

When assessing the strength of an application, and which proposals should be considered a priority for funding, the Community Fund Panel will also consider whether the applicant has:

1. clearly defined the purpose of their project, activity or service (e.g. the need they are meeting and outlined why this is important)
2. understands who their project, activity, or service is targeting
3. provided evidence of community support for, and/or involvement in the project, activity or service, and/or evidence of support from their recognised regional or national body (where relevant)
4. shown that their project, activity, or service will support multiple outcomes across activity areas (e.g. a project that supports both environmental and arts outcomes (this is not required but may lend additional weight to the application)).



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# Community Fund Guidelines

## 4. Financial considerations

The QLDC Community Fund is consistently oversubscribed, and it is not possible for us to meet all requests for funding. Our overarching aim is to deliver the outcomes that are most significant to our communities, but in making decisions we will take applicants' overall financial situation into consideration.

We will ask all grant applicants what they (or others) will be contributing to the cost of their proposed project, activity, or service. An applicant's own contribution may include volunteer labour, donated materials, donated professional services and/or their own cash reserves.

When assessing and prioritising applications, we may also consider the following:

1. The applicant's overall financial position, including their ability to support the project, activity, or service from their own resources and/or to access grants from other sources.
2. Whether the applicant has accessed, or made reasonable attempts to access, other sources of financial support for their project, activity or service, including grants from other funders, or fundraising within their community.
3. Whether the applicant has received, or is receiving, any other grants, contracts, subsidised accommodation or other financial assistance from QLDC.
4. The applicants' previous financial records (if known) and grant history.

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## Conflicts of interest

Organisations affiliated in some way to elected members or employees of QLDC can still be considered for grant funding. However, community organisations in this category should disclose any possible conflict of interest (or perception of a conflict of interest) in their application, to ensure any necessary steps can be taken to mitigate this. There will be field on the application form providing an opportunity to declare any conflicts of interest.

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# Community Fund Guidelines

## Successful applicants

Once funding has been approved, all successful applicants will receive a funding agreement. This formal agreement outlines what is expected of grant recipients including the amount of funding granted, funding conditions and reporting requirements.

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## How do I receive payment?

If your application for funding is successful, the funding will be paid once the funding agreement is signed, your group or organisation is set up in the QLDC finance system, and we receive and invoice for payment. This will generally occur after 1 July each year.

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## Branding and recognition of support

It is important people know how ratepayer funds are being used to support community initiatives. Recipients of funding from Queenstown Lakes District Council are required to acknowledge the investment in relevant promotional material.

Successful applicants are required to clearly display the QLDC logo provided as a recognised supporter in all promotional materials or online platforms.

Behind every grant is a community focused story. QLDC is interested in helping to share stories about the community initiatives it helps to fund. Please get in touch to talk about any milestones or opportunities to share news and updates on your project.

Refer to the QLDC website [here](#) for a logo in the required format and brand guidelines.

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# Community Fund Guidelines

## Community Fund reporting

All successful applicants will be required to provide an *Annual Progress and Outcomes Report* by the end of each financial year (30 June the year following payment of the grant). If you intend to apply for funding again, the report must be submitted prior to making a new funding application. The report will include:

1. How the funding brought about a benefit and outcomes to the community;
2. How your group or organisation progressed against indicated goals from your application;
3. Copies of receipts or audited accounts showing how the funding was spent.

QLDC reserves the right to withhold or ask for funding to be returned should the outcomes not be achieved, financial mismanagement occurs, or money not spent in the financial year agreed to.

Providing a report is an important commitment of the funding agreement and will help QLDC to ensure that community funding investment decisions are supporting wellbeing outcomes. QLDC will provide successful applicants with guidance on the reporting process and a template to complete a report via the funding platform.

We expect all grant applicants to give advance thought to how they will know if delivery of their service or project has been a success. For larger grants, applicants will be asked to propose appropriate outcome measures, and a plan for how these will be monitored and reported back. All grant recipients will be required to account for how they have spent the funds and share what they have achieved and/or learned.

The information we collect, and our expectations of grant applicants/recipients will be proportionate to the scale of what is being proposed or funded. The processes and documentation that organisations are asked to complete will be appropriate to the size of the grant, the situation of the applicant and the level of risk presented to the council.

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