



ROTORUA DISTRICT COUNCIL
COMMUNITY SAFETY PROJECTS FUND

INFORMATION FOR APPLICANTS TO THE GRANT ROUND OPENING 22 AUGUST 2011

PURPOSE

The Rotorua District Council Community Safety Projects Fund is to provide local not-for-profit organisations with funding to implement new projects that will

- Reduce and/or prevent crime *and/or*
- Enhance positive perceptions of safety in the Rotorua Community *and/or*
- Better equip the organisation to do the above

DEFINITIONS

“Project(s)” is defined as: an endeavour with the object of a reduction in crime and/or an increase in positive perceptions of safety and/or better equipping the organisation to do the above.

“Safety” is defined as: the freedom from the fear or actual occurrence of crime

MANAGEMENT

The Community Safety Projects Fund will be distributed annually and will be administered by a Community Safety Projects Fund Subcommittee, which will have the delegated authority to make final decision against the criteria established in this policy.

The membership of the Community Safety Projects Fund Subcommittee will comprise of five persons as follows:

- Three Rotorua District Councillors
- One member nominated by the Te Arawa Standing Committee
- One member of the Rotorua District Council Youth Council
- One representative of the Rotorua Police

The Community Safety Projects Fund Subcommittee will be administered by the Community, Policy and Resources Division of Rotorua District Council.

CRITERIA

- The project must be new. This means that project must be one that has not operated in the Rotorua community before OR has previously operated, but there are new aspects to the project.
- Those organisations granted funds from the Rotorua District Council Community Safety Projects Fund in a previous round are able to reapply for funds to continue the same project. Such reapplications will be considered alongside all other applications received in the funding round, which meet the criteria.
- *The project for which funding is sought must address one or more of the following Rotorua District Council priorities*
 - Community safety in the CBD and surrounding reserves
 - Reduction in tourism-related crime
 - Reduction in youth offending
 - Address alcohol and/or drug issues
 - Seek to build capacity for neighbourhood and community initiatives
- The proposed project must meet a specific community need
- Applications must be lodged by not-for-profit/voluntary organisations. Organisations whose predominant funding is from Central Government (for example schools, police etc) are not eligible to apply.
- Applications must be from organisations within the boundary of the Rotorua District Council, and any monies received to benefit those living in that boundary
- Applications must list clearly measurable outcomes (e.g. a reduction in crime by X% in X area)
- Projects should have a maximum duration of 12 months
- Projects for which funding is sought must have some financial and/or in-kind support from the applicant organisation (Rotorua District Council will not be the sole provider for the project duration)
- The implementation of the project should be supported by partner organisations and include letters stating such support (refer to application form for further details)
- The applicant should provide evidence where a similar project delivered the outcomes targeted
- Successful organisations MUST submit a completed accountability report for any funds received.
- RDC may choose to distribute funds to successful organisations in several payments over the life of the project OR RDC may choose to provide funding in full on project commencement or completion.
- RDC may request from an update on project implementation, including disclosure of RDC funds spent to date at any time during the project life.
- Applicants MUST meet with the administrator of this fund, the Community Safety Projects Officer at RDC, PRIOR TO submitting an application. Please phone 351 8172 to make an appointment.

Funding will not be granted for

- Projects that are based around “doing more of what we already do”
- General administration costs of the organisation
- Salaries/wages not associated with the project
- Retrospective project costs
- Road safety projects (please refer to the Drivewise coordinator for information about road safety project funding)
- Applications will be declined in instances where an organisation has successfully sought funding for the same project costs from the Rotorua District Council Community Grants Scheme or the Creative Communities fund.
- Applications will also be declined where accountability reporting is outstanding or incomplete from previous funding grants from the Safety Fund.

ASSESSMENT

In considering applications, the following will be taken into account:

- Whether the project addresses a clearly defined local need
- Whether the project has access to other funding
- Whether the project duplicates existing projects
- Annual objectives of Rotorua District Council and the Community, Policy and Resources division of Council
- Whether there is evidence of a similar project delivering the outcomes targeted
- Whether outcomes are clearly measurable.
- Whether the application organisation has completed accountability reporting in full from any previous grants made from the Safety Fund.

ACCOUNTABILITY

To ensure that funds are used appropriately, successful applications will enter into a simple contract with Rotorua District Council identifying the purpose, expected outcomes, evaluation measures and funding level agreed.

Within six weeks of the completion of the project, recipients will return an accountability form outlining expenditure (attaching receipts) and outcomes achieved (as part of the contractual arrangement).

Failure to return the accountability form completed in full and submitted to RDC on time will result in future applications not being considered.

CLOSING DATE FOR APPLICATIONS 4.00PM FRIDAY 7 OCTOBER 2011.

FOR FURTHER ASSISTANCE

Please contact Amy Duckett, Community Safety Projects Officer at Rotorua Council on 351 8172 for assistance in completing your application form, or for more information.

LATE APPLICATIONS WILL NOT BE CONSIDERED

APPLICATION FORM
FOR GRANT ROUND OPENING 22 AUGUST 2011

ROTORUA DISTRICT COUNCIL

COMMUNITY SAFETY PROJECTS FUND

BEFORE SUBMITTING THIS APPLICATION, YOU MUST MEET WITH THE COMMUNITY SAFETY PROJECTS OFFICER AT RDC. PLEASE PHONE 351 8172 TO MAKE AN APPOINTMENT.

APPLICATIONS CLOSE AT 4.00PM, FRIDAY 7 OCTOBER 2011
LATE APPLICATIONS WILL NOT BE CONSIDERED

Please write in blue or black ink or type. Applications are photocopied and clarity is important. Please email amy.duckett@rdc.govt.nz if you would like this form sent to you electronically.

PROJECT AND ORGANISATION INFORMATION

Name of organisation applying for funding	
Name of project	
<p>Please give the names of TWO people we can contact if we need further information. One must be the person completing this form.</p> <p>These are the people who will RDC will be in contact with regarding this application. They <u>must</u> be people who have sighted the application prior to it being submitted to RDC.</p>	<p>Name of contact person ONE: _____</p> <p>Position: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>Name of contact person TWO: _____</p> <p>Position: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Address: _____</p>

Which Rotorua District Council Community Safety Priority(ies) will your project address?

The priorities are:

- Community safety in the CBD and surrounding reserves
- Reduction in tourism-related crime
- Reduction in youth offending
- Address alcohol and/or drug issues
- Seek to build capacity for neighbourhood and community initiatives

Describe your project

What are you going to do?

Please write your project description here – do not attach it on a separate sheet of paper.

<p>Is there evidence of a similar project delivering the outcomes targeted? If so, please list examples here</p>				
<p>Please list other organisations you will be partnering with to complete the project Please list your project partners here – do not attach on a separate sheet of paper.</p>				
<p>What are the expected outcomes of the project? Be sure to quantify these outcomes using numbers/percentages where possible. Also outline any specific locations that these objectives apply to. Please list your project outcomes here – do not attach on a separate sheet of paper.</p>				
<p>What will you measure as an indication of the success of the project? (e.g crime statistics, number of times your organisation is called for service etc) And Where will you source this information? Do not record that you will source information from organisations external to your own, if you have not established an agreement and timeframe for the provision of this information with that organisation prior to submitting this application</p>				
<p>Duration of project</p>	<p>Start date</p>		<p>Finish date</p>	

FINANCIAL INFORMATION

Are you registered for GST? Yes No

If **yes**, write your GST number here: _____

Please INCLUDE GST in all costings

PROJECT COSTS

Project Costs: List ALL the specific costs associated with this project	\$\$
Total Cost of Project is: Total A	\$

PROJECT INCOME (existing sponsorship, fees/subs, fundraising, funds in hand, other grants etc)

Project Income: How will your organisation will contribute to this project? (Record 'in-kind' contribution in the next section)	\$\$
Your contribution is: Total B	\$

How much are you applying to the Rotorua District Council Community Safety Project Fund for?
(= total A - total B) \$ _____

<p>Please describe any voluntary effort (eg number of hours)</p> <p>And/or</p> <p>Donated materials provided for the project (eg approx value)</p>			
<p>If you have applied to any other organisation for funding assistance FOR THIS PROJECT, please list the organisation, amount applied for and expected date your organisation will be advised of their decision</p>	Organisation	\$\$ Requested	Result Date

Your organisation may appear before the Grants Subcommittee to further discuss this application if you wish. This is not a requirement, but is encouraged. Applications should contain enough details to enable them to be fully considered by the Subcommittee, however, sometimes a further explanation is required and/or assists. A ten minute appointment will be available to each organisation.

INTERVIEWS WILL TAKE PLACE ON MONDAY 31ST OCTOBER 2011

Please indicate if you wish to appear:

Yes

No

DECLARATION

We hereby declare that the information supplied here on behalf of our organisation is correct. If the application is successful, our organisation agrees to:

1. Complete an expenditure return (accountability) form (which will be sent to us in due course by the local authority) stating that the money received has been spent on the project, or is being held in trust for the purpose stated; or is being returned.
2. Participate in any funding audit of our organisation conducted by the local authority
3. Acknowledge Rotorua District Council's contribution towards the project in any promotional material

We consent to the Rotorua District Council collecting the details provided above, retaining and using these details for the purpose of reviewing the Rotorua District Council Community Safety Projects Grants scheme. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name: _____ Signature: _____

Position in organisation _____ Date _____

Name: _____ Signature: _____

Position in organisation _____ Date _____

Please attach:

- **A current bank statement and;**
- **A copy of the most recent set of annual accounts and;**
- **Two letters of support for your project from persons outside your organisation**

**APPLICATIONS CLOSE AT 4.00PM, FRIDAY 7 OCTOBER 2011
INTERVIEWS WILL TAKE PLACE ON MONDAY 31ST OCTOBER 2011**

Please return your application through either of the means listed below	
By post: ATTN: Amy Duckett Community Safety Projects Fund Community Policy and Resources Division Rotorua District Council Private Bag 3029 Rotorua Mail Centre ROTORUA 3046	Hand Deliver to RDC Customer Service Centre: ATTN: Amy Duckett Community Policy and Resources Council Administration Building 1061 Haupapa Street Rotorua