

TERMS OF REFERENCE FOR THE HALCOMBE COMMUNITY FUND (HCF)

Administrators of the fund:

- The Halcombe Community Trust (HCT) are the administrators of the fund (“Administrator”).
- All applications must be made in writing to the Administrator.
- Applications can be received at any time during the year and the Administrator will make a decision on the application at the meeting following the application, provided a quorum is present. If a quorum is not present, the decision will be rolled to the next meeting where a quorum is present.

The purpose of the fund:

The Halcombe Community Fund (HCF) is a community initiative set up to provide grants to individuals and/or groups within our community who are:

1. doing community projects,
2. experiencing extreme hardship/challenges
3. or representing the community where the representation is linked to an educational institution and/or provides advancement of education.

With regards to Community Projects, to be eligible to apply for assistance from the HCF the projects must demonstrate how they address at least one of the following four charitable purposes:

- Promoting public health. E.g. This includes encouraging sport and recreation e.g. getting people moving (which in turn improves overall wellbeing and mental health) by providing funds to run fun-runs, twilight tennis, indoor badminton in the community hall etc...
- Providing public works and services. E.g Building roads, maintaining a water supply, extension of existing or creation of new walkways to ensure safe pedestrian access around the village and rural areas.
- Providing public amenities and recreational facilities. E.g Establishing public halls facilities like libraries, museums, statues, fountains, playing fields, gymnasiums, swimming pools, parks and botanical gardens or making improvements to existing ones (Halcombe Domain, playground, public toilets, community hall etc... – places where the community can come together.)
- Protecting the environment. E.g.re-vegetation, afforestation, weed control or eradication.

To be considered for funding the application must describe how the event, project, group or individual contributes to making the vision for Halcombe and the surrounding area a reality. The vision being:

“Halcombe and the surrounding area will be a safe, supportive and progressive community. That will be attractive, valued by all and well connected to the wider district.”

Other criteria/Eligibility:

- The group or individual must also:
 - reside in Halcombe or surrounding districts (Tokorangi, Kakariki and Stanway) – see Halcombe Community Trust boundary map.
 - demonstrate how their group or they as an individual, contribute/have contributed to the wider community.
 - demonstrate how they have made an effort to raise funds already.
 - state any conflict of interest.
- Funds cannot be applied for retrospectively.
- For Capital Grants, applications must be received from the entity that owns, or will own the asset. Consideration will be given to applications from entities holding leases or other formal agreements dependent on the conditions of the agreement.
- For other grant types, applications must be received from the entity that will govern, and/or manage the activity being applied for.
- Any funds not used for the specified purpose in the grant application will have to be returned to the HCF.

What we don't fund?

- Events that have been completed or started prior to the funding being allocated.
- Projects that have been completed prior to the funding being allocated.

- General salaries, rents or other overhead costs except as a proportion of the total project costs.
- Debt or interest on debt.
- Prize money.
- Events with a primarily fundraising purpose, markets or raffles.
- Research feasibility or evaluations.
- Political lobby groups are not eligible to apply.
- Commercial ventures.
- Group travel is not generally funded.

Application process:

- All applicants must provide a completed application form via post or email.
- Application forms can be found at <http://www.halcombecommunity.co.nz/halcombe-community-trust.html>
- Applicants must provide all relevant supporting information requested in the application form or by the Administrator.