



COMMUNITY-LED REVITALISATION FUND: INFORMATION FOR APPLICANTS

About the fund

Buller District Council has committed \$50,000 this financial year 2022/2023 to the Community-Led Revitalisation Fund (CLRF). The fund is contestable and is designed to support projects that will:

- Transform our public spaces.
- Bring new life to our communities and enhance community wellbeing.
- Grow community ownership of our places through the contribution of volunteers.
- Strengthen the relationship between Council and the community.

Who can apply for funding?

Applications are invited from community groups which are in the Buller District.

Funding priorities

Westport

Council has set priorities for applications for revitalisation projects within the Westport area.

Strong preference will be given to projects that will be done on Council owned or land which Council leases, and that will also enhance the work that will be done through Council managed revitalisation projects.

Please refer to the Riverfront Concept Plan and the Westport Revitalisation Project Design Framework 2018 for details about these projects. These documents will assist you to assess whether your project will enhance these planned works.

However, all applications that meet the criteria will be considered. Please contact Council's Communications and Community Services Officer to see if your application meets criteria and if it is likely to be given priority.

Other areas within the Buller District

All applications that meet the funding criteria will be considered, however, if a revitalisation/master plan exists for that area preference will be given to proposals which align to that plan. Applications will not be disadvantaged if a revitalisation/master plan does not exist for an area.

In the absence of a revitalisation plan, applications must show alignment with the Council's vision for the district to become a thriving community where families enjoy a great quality of life and the distinctive natural, cultural and historical environment are treasured to enhance community wellbeing.

Applicants preparing funding applications for projects in the Punakaiki area should refer to the Greater Punakaiki Master Plan to understand the vision for this area and to identify how your proposal will link to the master plan.

Please contact Council's Communications and Community Services Officer to see if your application meets criteria and if it is likely to be given priority. Phone 0800 807 239 or email grants@bdc.govt.nz

Criteria

- Applicants must be community groups representing their community within Buller District.
- Projects must be co-ordinated by established community groups, clubs, or associations.
- The project work will be done by volunteers overseen by the community group.
- The funds must be used for materials and services and invoices for all materials and services must be provided to Council as per the requirements for payment.
- Grants will not be made retrospectively.
- Applicants will have completed all areas of the application form and provided all required information prior to the close date.

Important dates

- **22 September 2021** - applications open, please contact Council's Communications and Community Services Officer if you require support with your application or if you have any questions.
- **26 October 2021** - applications close 4.30pm.
- **10 November 2021** - Council's Community Environment and Services Committee will meet to review applications and decide which applications will receive funding.
- **11 – 12 November 2021** – applicants notified about the outcome of their application.
- **15 – 29 November 2021** – applicants to meet with Council's Communications and Community Services Officer for briefing about working together with Council through the project's development.

Payment of funds

Council will pay on invoices for projects granted funding, up to the amount granted. The amount granted is GST exclusive. If a supplier is not GST registered the total amount is used. Invoices must be made to the Buller District Council and must include the unique reference number allocated to the project.

Invoices must be sent to Council's Communications and Community Services Officer.

Project updates

Successful applicants will be required to provide written progress updates every three-months to Council. Failure to do so may result in further funding being withheld. Failure to progress the project as stated in the application may result in further funding being withheld.

On completion applicants are required to complete a project completion report including photos, videos, and any media coverage of the project. This report has to be submitted two-months after the project is finished.

All progress and final reports have to be sent to Council's Communications and Community Services Officer.

Info available to applicants

Council staff are available to provide you with guidance and information to help you collate your application. Please contact Council's Westport office to make an appointment to see Council's Communications and Community Services Officer.

The Westport Riverfront Concept Plan, the Westport Revitalisation Project Design Framework 2018, and the Greater Punakaiki Master Plan are available at www.bullerdc.govt.nz/funding or at Council's office in Westport or Reefton.

Forms

You'll find application forms, and information at Council offices and online at www.bullerdc.govt.nz/funding. Please contact Council's Communications and Community Services Officer on 0800 807 239 or email grants@bdc.govt.nz if you have any questions.