

# Covid-19 Community Response Fund – phase 2

## general criteria and guidelines

### 1. What are the funding considerations?

Funding consideration will be given to community organisations which are:

- a) A non-profit organisation who are supporting the wellbeing of Hamiltonians
- b) Based in Hamilton City
- c) Impacted by Covid-19 with increased request and demand on services, or reduced ability due to restrictions that have been in place during the Covid-19 Alert Levels 1-4.

### 2. How must applications be made?

- a) Trust Waikato is receiving applications on behalf of the Waikato Community Funders Group. Therefore, only one application needs to be made by an organisation. (Note: Any COVID-19 grant will be in addition to an organisations usual grant application.) Applicants will require a login to Trust Waikato's Grantee Portal in Fluxx.
- b) Trust Waikato will share a Covid-19 application with the Waikato Community Funders Group for support. These meetings occur regularly for a rapid process.
- c) Councillors Bunting and Naidoo-Rauf, Maangai Maaori Thompson-Evans alongside the Community and Social Development Manager will assess applications and decide on the funding to be granted by HCC.

### 3. What will not be funded?

- a) Business as usual costs
- b) Operating deficits that had occurred prior to Covid-19

### 4. What must accompany the application?

- a) Current proof of bank account in the name of the applicant group.
- b) Proof of the impact of Covid-19.

### 5. What are the requirements that must be met?

- a) Applicants must be a legally constituted community group or organisation (not for profit, charitable trust, incorporated society), located in Hamilton.
- b) Applicants must provide financial accounts for the 2 year period prior to 1 March 2020 and be available to answer questions about the financial effects Covid-19 has caused from 1 March 2020 onwards.
- c) Applicants need to provide in their application information outlining whether they have received the government wage subsidy and/or other government Covid-19 relief funding.
- d) All successful applications will be required to complete a grant agreement prior to payment of the grant.
- e) Successful applicants must adhere to the funding reporting requirements as prescribed by the Council.
- f) All recipients of community grants will provide accountability reports documenting how their activities have contributed to the objectives for which the funding was allocated.
- g) Recipients that fail to submit reports, or that have not spent the money in accordance with the application shall not be eligible for any further Council grants until:
  - i. accountability conditions have been met and/or grant monies returned and;
  - ii. the organisation can demonstrate their ability to meet the Council's eligibility criteria for a grant;
  - iii. and the organisation can deliver the project outcomes of which they are making an application for.