



Community Wellbeing Fund Framework

Effective from 30 July 2026

The Invercargill City Council allocates Community Wellbeing Fund with the expectation that they fit into the vision that Council has agreed for our City "Our City with Heart - He Ngākau Aroha".

Types of Community Wellbeing Grants

- A budget is set through the Long-term plan process and applications are received during a funding round, the meeting schedule for which is set through the terms of reference.
- The closing dates of the funding rounds will be publicly advertised.
- All applications must be submitted using Council's Community Wellbeing Fund application form for ease of comparison.
- The subcommittee then determines the allocation of the Community Wellbeing Fund.

In extraordinary circumstances, the subcommittee may make a discretionary grant between meetings where the following criteria are met:

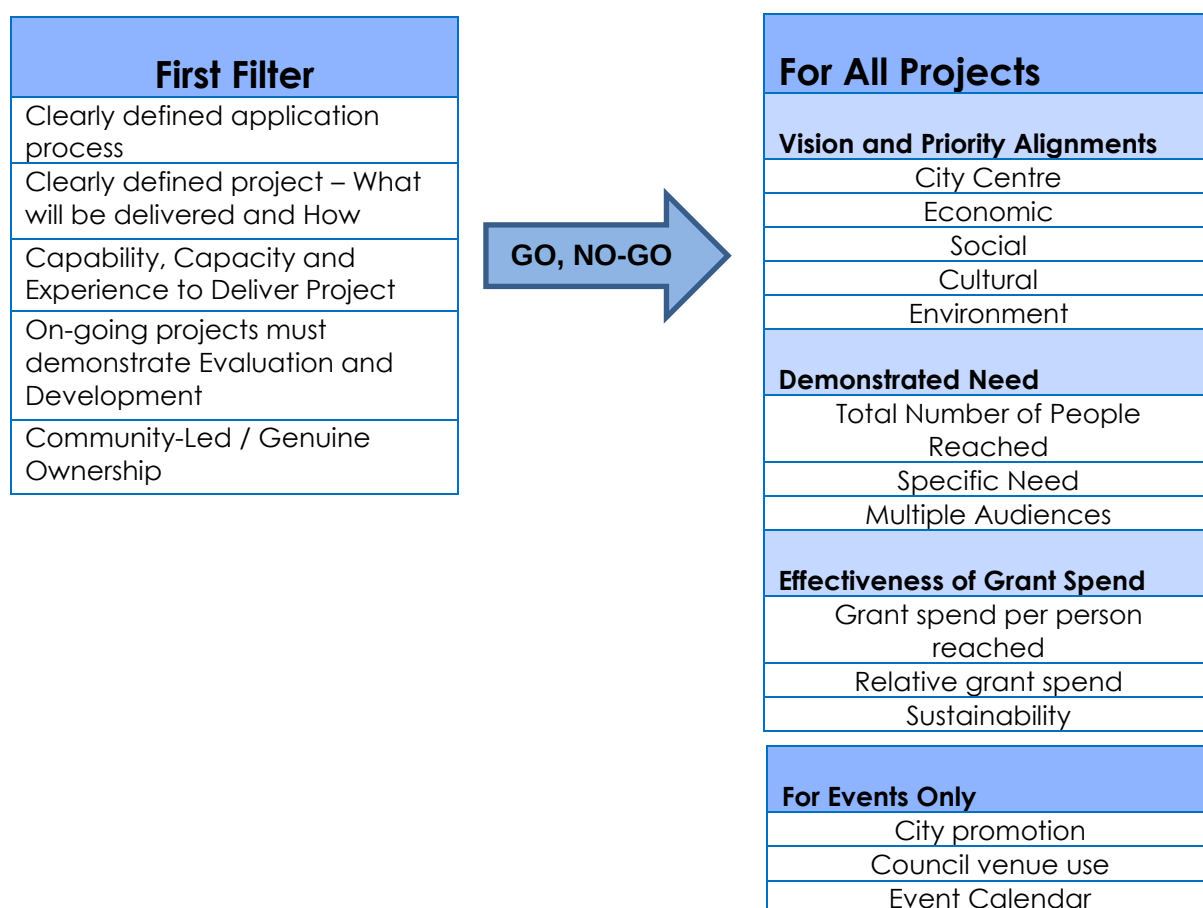
- The need is immediate and has arisen since the last funding round closed.
- They cannot wait until the next round.
- The circumstances could not have been reasonably foreseen.
- Prior to a project commencing where there is reasonable need to do so.

Application Process

To be considered for funding, an application must meet the criteria as outlined in this framework. Any material or information provided must also meet the application requirements. By applying, the applicant agrees that they understand and will adhere to the framework.

There is an opportunity to speak to the subcommittee about the project, event or activity that is funds are being requested for. The decision to be heard sits with the applicant.

Criteria for Community Wellbeing Fund



Assessment Sheet for Community Wellbeing Fund

Project Name:		
Criteria	Maximum Score	Project Score
For All Projects		
Vision and Priority Alignment		
City Centre	6	
Economic – events only – 10 if 2,000 bed nights or more. Calculated by dividing projected bed nights/200	12	
Social	6	
Cultural	4	
Environmental	6	
Sub Total	34	
Demonstrated Need		
Total number of people reached – 10 if 10,000 or more. Calculated by dividing projected number of people reached/1000	10	
Specific Need	5	
Multiple Audiences	5	
Sub Total	20	
Effectiveness of Grant Spend		
Grant spend per person reached (to ICC) Calculated by 30 – Grant spend / per person reached. Note negative number apply.	30	
Relative grant spend (Funds Available – Grants Available) x 10	10	
Sustainability	5	
Sub Total	45	
Total 1	99	
For Events Only		
City Promotion (City Profile and Media Coverage)	10	
Council Venue Use	5	
Event Calendar	5	
Sub Total	20	
Total 2	119	

Legislative Requirements

To ensure that the funding fits within the Local Government Act requirements, applications must fit the following criteria:

- Take place in Invercargill City District.
- Be for a specific project, event or service and the application must clearly identify a benefit to the community.
- Projects seeking funding must not be the sole responsibility of Central Government or other agencies.
- Applications must be from organisations or groups. Applications from individuals will not be considered.

What We Will Consider Funding

Council will support organisations, projects, events and activities in the Arts and Culture, Community Development, Environmental, Heritage, Sports and Recreation sectors.

If successful, the grant can be spent on marketing, equipment hire, project development costs, service delivery costs, salaries and administration costs, and other like expenses.

Applicants will need to indicate how they plan to spend their grant if successful.

Arts, culture and sports, and recreation applications will first be considered for eligibility by the Creative Communities Scheme Invercargill and the Invercargill Active Communities Funds.

For major activities where there is a clear business case or community project plan, multiple years of funding will be considered, up to a maximum of three years.

What We Will Not Fund

Council will not fund the following:

- Debt servicing or repayment;
- Guarantees against loss;
- Legal expenses;
- Fundraising activities;
- Activities predominantly for political or religious purposes – please note that cultural activities linked to religious festivals are not excluded, where religion is not the main purpose of the activity;
- Public Services that are the sole responsibility of Central Government;
- Core operational costs of a health service.
- Activities without at least one other source of funding. I.e. Activities cannot be wholly funded by Council.
- Projects that have already begun. Retrospective funding is not available.
- Commercial business activity with the exception of some events and community projects.

Priorities

It is not possible to meet all applications for funding. Council aims to deliver the outcomes that are significant to the Community and align with its Vision.

Past funding does not represent a commitment to future funding.

Occasionally your application may be declined with further information required. The Council does not have a funding application deferral process.

Multiyear Applications

Business cases or community project plans are required for multiyear projects.

Multiyear uplifts cannot occur until accountability for the previous year has been received by the Subcommittee. There may be multiple projects by the one organisation funded and they each have their own accountability requirements.

Payment and Use of Funds

If successful, applicants will be paid their grant on the 20th of the month following invoice.

Funds must be spent and project/activity/event complete within 12 months from the date of grant allocation.

For funding allocations over \$25,000 funding payments will be made on the following basis:

- For projects/events - written confirmation that 75% of all funding required for the project is committed and the project is proceeding
- For ongoing programmes - provision of evidence that funding is required for immediate allocation and instalment payments will be used as required.

If the event or project does not proceed, the funding allocation will be required to be returned.

Accountability

A letter detailing the decision on an application will be sent in the month following the close of the funding round. If an application is successful, the agreement signed off during the application process comes into effect. Details of accountability requirements is mentioned within this.

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 Council. Previous successful funding applicants that have not submitted an accountability form, may be ineligible for funding until such time as this is received.

For allocations over \$5,000, receipts from expenditure will be required if a profit and loss statement is not provided.

The Subcommittee expect that any funding received will be used responsibly and in line with the purpose outlined in the application.

If an event becomes economically viable, generating a surplus of revenue, the committee may use their discretion to request a return of up to 25% of the Community Wellbeing Fund grant allocation. This reflects the importance of funding being available for the community benefit and it is expected that applicants plan for this eventuality.

Subcommittee Gifting Policy

Gifts of tickets to funded events and activities to the funding committee are not preferred, however where provided – these will be offered to the community, except with alternative chairperson direction.