

# Tarras Community Fund Information Pack

TARRAS

## Welcome

The Christchurch Airport Tarras Community Fund has been established as a gesture of goodwill.

It is a reflection of Christchurch Airport's commitment to make a positive contribution to the Tarras community.

A Community Fund Committee oversees the fund. They ensure it reflects Tarras' values and that the money goes where it's needed most.

The Community Fund will continue to be in place for as long as Christchurch Airport owns its 750-hectare site in Tarras and is investigating the potential for a new regional airport there.

There is no requirement for recipients to express a position on the project and it sits outside any mitigation that Christchurch Airport has to consider as part of the project.

## Tarras Values

The following values are identified in the Tarras Community Plan:



### Environment

- Its distinctive landscape, mountain ranges, rivers and streams.
- Its views and vistas and the feeling of open space.



### History and Heritage

- Its local goldfields and agricultural history, buildings and relics.



### Community

- A vibrant, positive and inclusive community spirit.
- Our community assets including the school.
- Its location as a gateway to Central Otago and the Lakes District.



### Recreation

- The recreational opportunities and recreational facilities in the area.

---

#### Contact details

For further information or to obtain an application form:

**TarrasCommunityFund@cial.co.nz**

## Objectives

The Community Fund objectives are outlined below. In order for an activity to receive a grant from the Community Fund it must meet at least one of the following objectives:

- Bring the Tarras community closer together through supporting community participation and engagement in recreation, sporting and cultural activities;
- Support projects and organisations that preserve and promote the physical and cultural heritage of Tarras and that protect and enhance the environment in which residents live;
- Support and strengthen community organisations which improve education, health and wellbeing outcomes for the people in Tarras;
- Support exceptional individuals from the Tarras community who show excellence and achievement in their chosen fields to further develop their knowledge and skills.

## Funding Rounds

The Community Fund Committee will meet at least once per year to consider applications to the Community Fund. It may, at its discretion, meet on up to four occasions to consider applications. The Community Fund Committee will give at least one month's public notice of each meeting.

Each meeting of the Community Fund Committee will need to have at least 4 members, including the Christchurch Airport representative, present. Meetings may be held by audio or video conferencing.

## The Community Fund Committee

The Community Fund Committee will be responsible for receiving and considering applications to the Community Fund.

There can be between 5 and 7 members of the Committee. One member represents Christchurch Airport and the remainder are representatives of the community and must live in Tarras. Members agree to always act in accordance with the values laid out in the Central Otago regional identity.

Members may be added by the Community Fund Committee with the objective that the group represents a wide variety of backgrounds and interests to provide balance and diversity.

There will be no maximum or minimum term of appointment. Members may resign by giving notice to the Community Fund Committee or be removed by a majority vote of the Community Fund Committee.

Decisions of the Community Fund Committee will be made by majority. Members must declare a conflict of interest when applications are being considered for any recipient they are part of or have an interest in.

## How much can be allocated?

A total of \$30,000 each financial year (from 1 July – 30 June) will be made available by Christchurch Airport for distribution to eligible activities in the Tarras community.

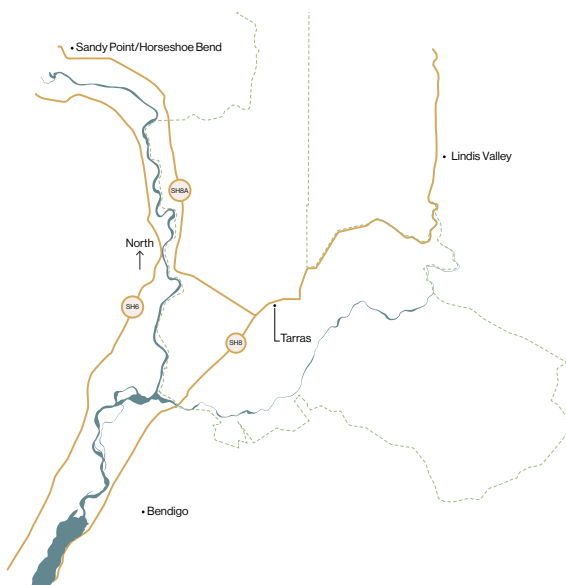
The Community Fund Committee may choose to reserve some (or all) of the Community Fund for distribution in subsequent year(s).

Advances of payment of funds will be made by Christchurch Airport following recommendations by the Community Fund Committee. There will be no administrative responsibility placed on the Community Fund Committee to hold or manage any funds.

## Who can apply?

Groups or individuals from within the Tarras Community (see map below) who meet one or more of the Community Fund objectives may apply. This might include:

- Local community groups and organisations
- Registered learning providers (please note this excludes general running costs or administration)
- Individuals who show excellence and achievement in their chosen fields



## What will not be funded?

Applications for the following will not be considered by the Community Fund Committee:

- Recurrent expenditure or running costs;
- The purchase of land or buildings;
- Support for commercial organisations, political organisations or lobby groups and activities;
- Repayment of debt;
- The GST component of costs for GST registered organisations;
- Activities which, in the opinion of the Community Fund Committee, are likely to bring the reputation of the Community Fund into disrepute;
- Activities which have already been carried out and paid for unless in exceptional circumstances and agreed to by the Community Fund Group.

## FAQs

### 1. Can the Community Fund finance my entire activity?

If the activity meets the fund's objectives the Community Fund Committee can support funding an entire activity.

### 2. What happens once my application has been received?

The Administrator will check that your application meets the objectives of the Community Fund.

During this process the Administrator may need to:

- Contact you to discuss the activity or ask you to provide further information;
- Visit your activity before a decision is taken on your application.

The Administrator will let you know, within 5 working days, when your application will be considered.

### 3. What happens after the Community Fund Committee has made its decision?

#### If your application is successful:

- You will receive a letter from the Administrator. If there are any special conditions to this grant these will be outlined in the letter.
- Funds are not usually distributed until applicants have provided receipts or invoices for goods or services funded by the Community Fund. These should be sent to the Administrator.
- Grants may be made in staged payments and must be spent within six months of being awarded (unless by prior agreement).
- Members of the Community Fund Committee reserve the right to visit any activity in receipt of a grant at a mutually agreeable time.
- Recipients may be asked if their image or activity can be used by the Community Fund Committee or Christchurch Airport. There is no obligation on a recipient to agree to do so and no request will be made before grants are approved.

#### If your application is not successful:

- The Administrator will inform you of the Community Fund Committee's decision. The Community Fund Committee's decision will be final. The Administrator may, but shall not be obliged to, explain why your application was not successful.