



An agenda for the

**Community Fund 2025-26 Review of Applications**

to be held on

Wednesday, 28 May 2025

commencing at 10.00am

in the

Council Chambers, 10 Gorge Road, Queenstown

**Community Fund 2025-2026 Review of Applications**  
**28 May 2025**



Agenda schedule for the Community Fund 2025-26 Review of Applications on Wednesday 28 May 2025 held in the Council Chambers, 10 Gorge Road, Queenstown commencing at 10.00am

Item	Page Number	Report Title
		Apologies
		Declarations of Conflict of Interest
		Confirmation of Agenda
1		<b>Officer Report</b> Applications and Analysis distributed separately

### Full Council

28 May 2025

### Report for Agenda Item | Rīpoata moto e Rāraki take [1]

**Department:** Community Services

**Title | Taitara:** Community Fund 2025-2026 Applications Review

#### Purpose of the Report | Te Take mō te Pūroko

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The purpose of this report is to advise Council of the process for assessing applications made to the QLDC Community Fund 2025-2026. This report is for Council's noting, to support the process undertaken at the Community Fund Application Review meeting on 28 May 2025.

#### Recommendation | Kā Tūtohuka

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That the Council:

1. **Note** the contents of this report;

**Prepared by:**



**Name:** Giovanni Stephens  
**Title:** Community Investment Advisor  
14 May 2025

**Reviewed and Authorised by:**



**Name:** Ken Bailey  
**Title:** GM Community Services  
23 May 2025

### Context | Horopaki

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1. The QLDC Community Fund is an annual, contestable fund aimed at supporting not-for-profit, charitable, and voluntary community organisations within the Queenstown Lakes District. The fund enables these organisations to deliver projects and services that contribute to the district's social, economic, environmental, and cultural wellbeing, aligning with QLDC's Strategic Framework and the Wellbeing Outcomes outlined in the Vision Beyond 2050.
2. The fund is underpinned by the principles of Te Tiriti o Waitangi | Treaty of Waitangi (partnership, participation, and protection) and seeks to support initiatives that strengthen community resilience, enhance environmental sustainability, and foster cultural inclusion. Applications to the fund are assessed based on their alignment with these outcomes, as well as their capacity to address identified community needs and contribute positively to local development.
3. For the 2025-2026 funding round, a range of community organisations have submitted applications for both operational support and project-based funding. These applications reflect diverse community needs, including social services, cultural programmes, environmental projects, and local infrastructure improvements.
4. The Community Fund Application Review meeting on 28 May 2025 will be public excluded to ensure the privacy of individual applicants is maintained. This aligns with a commitment made to applicants that "We will treat all information submitted as confidential and commercially sensitive."
5. The assessment process is designed to ensure that funding is distributed equitably and strategically to initiatives that best align with community wellbeing goals. The process includes:
  - Eligibility checks
  - Officer assessments
  - Expert discussions
  - Scoring and aggregation
  - Alignment checks.
6. Officer recommendations for funding allocations are then presented to the full Council during a application review meeting. During this meeting, the decision panel (full Council) review the recommendations, discuss the alignment with community priorities, and agree any amendments to the proposed allocations for the QLDC Community Fund 2025-2026.
7. Final Community Fund 2025-2026 funding recommendations will be presented for approval at a full Council meeting on 26 June 2025. All applicants will be advised of the outcome of their application following this meeting.

### Consultation Process | Hātepe Matapaki

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#### Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

8. This matter is of medium significance, as determined by reference to the [Council's Significance and Engagement Policy](#) 2024 because it involves the allocation of public funds to community projects, which has a material impact on community wellbeing and supports strategic objectives outlined in QLDC's Strategic Framework. While the fund allocation does not significantly alter levels of service or involve strategic assets, it directly impacts community organisations that deliver key services across the district. This decision aligns with QLDC's commitment to enhancing social, economic, environmental, and cultural wellbeing as set out in the QLDC Strategic Framework.
9. The persons who are affected by or interested in this matter are:
  - Residents and ratepayers of the Queenstown Lakes District.
  - Not-for-profit, charitable, and voluntary community organisations applying for funding.
  - Community groups and their beneficiaries across the district.
10. Community stakeholders with an interest in local development and community wellbeing.
11. The Council has undertaken a formal application process for the QLDC Community Fund 2025-2026, managed through the SmartyGrants platform. Engagement with community organisations occurred during the application phase, providing guidance and support for applicants.

Further engagement may be undertaken through community updates and post-funding reporting requirements. This ensures transparency in fund distribution and demonstrates community impact as part of the Council's commitment to good governance and accountability.

#### Māori Consultation | Iwi Rūnaka

12. The Council has committed to ensuring that community funding processes are underpinned by the principles of Te Tiriti o Waitangi | Treaty of Waitangi: partnership, participation, and protection. For the 2025-2026 funding round, no specific consultation with iwi has been undertaken as part of the standard application process. However, projects involving significant cultural or environmental considerations may require further engagement with Kāi Tahu as appropriate.

### Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

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13. This matter relates to the Community & Wellbeing risk category. It is associated with RISK10004 Community Partnerships do not achieve objectives within the [QLDC Risk Register](#). This risk has been assessed as having a moderate residual risk rating.
14. The approval of the recommended option will allow Council to implement additional controls for this risk. This will be achieved by:

15. Ensuring that funding is allocated to community organisations with demonstrated capacity, sound governance, and alignment with the QLDC Wellbeing Outcomes, thereby increasing the likelihood of successful project outcomes.
16. Requiring project plans, measurable outcomes, and robust post-funding reporting to track progress and impact, ensuring transparency and accountability. The detail expected is proportionate to the funding allocated.
  - Engaging in ongoing communication and support with funded organisations to identify and address challenges early, reducing the risk of project underperformance.
  - Facilitating capacity-building initiatives and offering guidance to community groups to enhance their capability to deliver successful projects.
  - These measures will collectively support community partnerships in achieving their objectives, strengthening the social, environmental, and economic wellbeing of the Queenstown Lakes District.

### Financial Implications | Kā Riteka ā-Pūtea

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17. There are no additional operational or capital expenditure requirements beyond the existing approved budgets for the QLDC Community Fund 2025-2026. The funding allocations are within the budgetary provisions outlined in the Annual Plan 2025-2026.

### Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

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18. The following Council policies, strategies and bylaws were considered:
  - QLDC Strategic Framework (Vision Beyond 2050), including the Wellbeing Outcomes
  - Te Tiriti o Waitangi | Treaty of Waitangi
  - QLDC Disability Policy
  - QLDC Community Facilities Strategy
  - QLDC Financial Strategy.
19. This matter is included in the Annual Plan.

### Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

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20. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### Attachments | Kā Tāpirihaka

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A	Summary of Community Fund 2025-2026 Recommendations (Public Excluded)
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