

## **1. Business Improvement District Grant Fund Guide**

**Approved 6 May 2024**

### **1.1 How can this fund help a business association?**

Vibrant and successful business districts throughout the city provide local services and employment and are attractive spaces for residents to meet and socialise as well as to shop.

The Business Improvement District Grant Fund enables business associations to undertake projects that promote their business area as a great place to be and undertake initiatives that help create better local business districts.

### **1.2 The Grant Fund**

The current total scheme funding is \$47,500 per year. The Christchurch City Council (the Council) has complete discretion regarding the ongoing funding of the grant scheme and the funding allocations made accordingly.

Applications for grants can be made throughout the year until the funds are exhausted.

The maximum single grant amount is normally \$5,000. For projects deemed to deliver exceptional benefit to the business district a grant of up to \$15,000 may be awarded.

### **1.3 Application Decisions**

A senior Council manager has formal decision-making power to approve or decline Business Improvement District Grant Fund applications based on staff analysis and recommendations.

Applications are normally processed within 20 working days. Timeframes may vary depending on completeness of the application (e.g. further information is required) and the availability of staff required to assess your application.

## 2. Business Improvement District Grant Fund Criteria

### 2.1 To be eligible your organisation must:

- ✓ Be local - based and delivering your project in Ōtautahi Christchurch or Te Pataka o Rakaihautū Banks Peninsula.
- ✓ Be a legally formed entity such as a trust or society.
- ✓ Have members from the local business community.
- ✓ Meet at least quarterly.
- ✓ Pass a resolution at a meeting to apply for a grant from this fund.

Joint business/resident associations can be considered for this fund if the project funding being sought is focused on delivering benefit to the business district.

### 2.2 What kind of projects are eligible for this grant fund?

The aims of projects funded under this grant should be to build the capacity and/or capability of the business association and/or make the relevant business district a more attractive, interesting, and welcoming place for people to be.

We are more likely to approve projects:

- That deliver wider social, environmental or community benefits in addition to benefiting the business district.
- Where applicants have other funding sources and/or have members or support from local community members with the skills to help drive the success of the project and association.

The Council has developed a 'Shape Your Place Toolkit' that provides ideas and advice on ways communities can undertake initiatives to make their local area a better space for all. While this toolkit is aimed primarily at community projects, much of its content can be applied to a business association. You can find the 'Shape Your Place Toolkit' [here](#).

### 2.3 What kinds of projects or activities are not eligible for this grant fund?

- Functions, lunches, or dinners.
- Projects that promote religious, ministry, or political purposes.
- Projects aimed solely at providing commercial profit or individual gain.
- Projects that unfairly criticise, exclude, or offend parts of the community.
- Projects that present a hazard to the community or pose significant risk to the public or Council.
- Projects that have already been delivered.
- Purchase of alcohol.
- Purchasing or leasing a motor vehicle.
- Service and maintenance costs, including utilities such as power and phone.
- Overseas travel.
- Debt repayments.
- Medical expenses.
- Prize money or entrance fees.

## 3. Making an Application

### 3.1 Key application requirements

- All sections of the application form must be completed and emailed to the address on the application.
- Your application must identify how your project aligns with the criteria of the fund (refer to Section 2). It is important to be clear on the details of the project for which funding is being applied for.
- Applicants must declare any conflicts of interest they have with a Christchurch City councillor, community board member, or Council employee.
- Any other central or local government funding (whether confirmed or in application) for the project must be disclosed. This also applies to any corporate or commercial sponsorships or funding arrangements.

### 3.2 Terms and conditions

- The Council has the right to share application details with all relevant units of the Council and to consult with them on applications.
- Applicants agree to the Council carrying out due diligence on applications, including the organisation and people involved. This may include contact with third parties.
- Direct or indirect influence must not be used to attempt to influence the Council's funding decisions in an unethical manner (or in a way that may appear to do so).

### 3.3 What is required once a grant application is approved?

- Following approval of the grant your project must be implemented as soon as possible, with delivery completed within 9 months.
- Successful applicants will receive a funding agreement detailing the amount of the grant, any conditions of funding, and reporting requirements.
- If circumstances or information change after making an application, the applicant must notify the Council representative named in the funding agreement immediately. The applicant must advise what has changed and if there are any risks to project delivery.
- Within three months of project completion, applicants must complete the reporting template (provided with the funding agreement) and email it to the address listed.