

# Youth Empowerment Fund 2025/2026

## Form Preview

### Before You Begin

#### Purpose

The purpose of the Youth Empowerment Fund is to empower young people to enact positive change within their local youth communities, wider Horowhenua Community, New Zealand or even on a global scale by assisting them in bringing their ambitious ideas to fruition.

Additionally, there are also grants to support young individuals in pursuing personal development opportunities and goals.

The Youth Empowerment Fund will make available an amount of \$17,000 in the 2024-2025 financial year as follows:

#### **1.Round opens 1 February 2025 and closes 31 October 2025**

Note the extended period the fund is open is to allow for continuous applications throughout the year in an effort to increase accessibility of the fund to young people.

#### **Grants of up to \$2,000 are available for:**

- Projects intended to benefit the community.
- Group applications for development opportunities.

#### **Grants of up to \$500 are available for:**

- Individuals seeking funding for their own personal development opportunity or goal.

### Background

Established in 2024, the fund grants up to \$2,000 to young people aged between 13 and 24 who are leading or facilitating a youth-led community project; or group applications for development opportunities (a climate action group wanting to promote their activities & events etc). Individuals seeking funding for their own personal development goals can receive up to \$500. Successful projects may be partnered with Horowhenua District Council staff, who will act as mentors in specialist areas.

Applications will be assessed by the Horowhenua Community Funding and Recognition Committee, with 2-3 youth advisers appointed to assist the Committee.

### Want to apply? Here's what you need to know!

1.Applications must be submitted through SmartyGrants.

**1.Complete Your Application:** Make sure you answer all the questions, upload your video and include copies of any necessary documents. If something's missing, explain why. If your application isn't complete, it might get rejected. Remember you can save

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the form and submit it later when you have all the information. And if you have any questions, feel free to reach out by contacting us at [community@horowhenua.govt.nz](mailto:community@horowhenua.govt.nz).

### 1. **After You Get the Grant:**

- You need to finish your project and fill out a report within 9 months. We can help you with this if you need it.
- Keep your receipts for anything costing \$250 or more and attach them to your report.
- Reporting is important cause it's part of the trust required when we grant people money. As this is money paid by the Community in the form of rates, we need to be able to tell them what we have spent it on.

1. **Project Changes:** If you need to make big changes to your project, tell us right away. Due to budget, we might offer you less money than you asked for. You should tell us if it's no longer possible to deliver the project.

1. **Shout outs:** If you get the grant, mention that Horowhenua District Council helped, in any promotion of your project. That helps inform the Community of the work we support.

### 1. **What you need to include in your application:**

- A short video
- A recent bank document showing your account (could be your school bank account)

For more information or to talk to someone about your idea or project, email [community@horowhenua.govt.nz](mailto:community@horowhenua.govt.nz)

## Criteria

\* indicates a required field

### **General Criteria:**

The following criteria applies to all funds (both community projects and personal development funds):

- Young people leading the project must be aged between 13-24, and live or attend school in the Horowhenua District (including Levin, Foxton, Shannon, Tokomaru, Manakau).
- The application must include a timeline of when the money will be spent and any relevant key dates.
- There must be a pre-determined fund-holder who is able to take the grant on your behalf (for example, a school or organisation).
- Projects must be completed or up and running by the end of 2025.

### **Community Project Criteria:**

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- Projects need to have a positive impact or aim to enact a positive change within their local youth communities, wider Horowhenua Community, New Zealand or even the world.
- Projects that show or demonstrate that they are sustainable (i.e. can carry on in the future without funding) will be given higher priority.
- The application must include any assistance they might require from the Horowhenua District Council (i.e. if wanting to start a community garden, then applicants may wish to utilise the knowledge from the Horowhenua District Council Parks and Property team).
- Young people leading the project must live or attend school in the Horowhenua District (Levin, Foxton, Shannon, Tokomaru, Manakau).
- Applicants, along with completing the application form must provide a short video that brings their project to life.
- Any profits from the running of the project are not able to be kept.
- Projects must not be religious in their purpose or content.
- Consideration will be given to projects which have a political purpose or content, depending on the cause, but not those affiliated to a political party.
- Projects must be by a school, learning institution, or community group
- Please call and check your idea with the Horowhenua Community Development team first before submitting an application. [Community@horowhenua.govt.nz](mailto:Community@horowhenua.govt.nz) or 06 366 0999.
- Applicants should be willing to report back to the Funding and Recognition Committee about how the project went.

### *Examples of Community Projects:*

- Holding a youth cultural event which celebrates the diverse cultures in Horowhenua.
- A campaign to collect items for the community or a good cause and gives them a second life. i.e. Boots for all – old football and rugby boots and collected, cleaned and then donated to other young people who want to play sports.
- Holding an inclusive event for rainbow youth and allies.
- Hold a swap event allowing students to exchange clothes or study books.
- 100% youth owned and operated music festival.

### **Personal Development Criteria:**

- The funds must go towards a specific thing that will help the young person's/people's development (they will learn something, develop their skills, use their talents).
- Members of a group cannot apply individually for something of which there is already a group application.
- Funds can go towards National or International personal development opportunities.
- Applicants must provide a short video that highlights what they are hoping to learn, new skills they hope to learn or develop and how they will use or apply what they have learned following the personal development opportunity.

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- The funding cannot be used for tertiary study or class-related activities.

### *Examples of Personal Development Opportunities/Goals:*

- Attend the Future Leaders Academy advanced leadership course
- Representing Horowhenua in the Taekwon-do World Champs.
- Representing your culture at a regional or national event.
- Attending an entrepreneurial skills course to further develop your lawn mowing side-hustle.
- Participating in a national or international school exchange programme.

### **Does your application meet this criteria? \***

- Yes  
 No

Please ensure that you meet the eligibility criteria before starting this application.

### Doesn't Meet Criteria

By ticking the option 'Doesn't meet criteria,' you have indicated that your application does not meet the essential requirements. Unfortunately, this means that your application cannot be processed further.

## Your Details

\* indicates a required field

Tell us who you are

### **Applicant \***

First Name

Last Name

### **Date of birth \***

### **Applicant Primary Phone Number: \***

### **Applicant Primary Email: \***

Must be an email address.

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### Group or Organisation details

**How many people are you applying on behalf of? (You can apply as an individual as long as your project meets the criteria)**

**What is your group called?**

**Which organisation or College will receive the grant on your behalf? (Don't forget to ask them first) \***

### Your Project

\* indicates a required field

**Describe your project \***

**How will your project benefit Horowhenua youth, community, New Zealand or the world?**

**Is your project sustainable? Tell us how you would go about ensuring your project is sustainable (i.e. can carry on in the future without funding).**

**When do you expect to start your project?**

Must be a date.

**When do you expect to complete your project?**

**What assistance or expertise might you require from the Horowhenua District Council? (i.e. for a community garden project, you might want to talk to the HDC Parks and Property team).**

## Project Financial Information

**How much are you looking to apply for?**

Can you give us a small cost breakdown?

Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

Item	Detail	Amount eg \$300
		\$
		\$
		\$
		\$
		\$

Total Costs

**Total Expenditure Amount**

\$

This number/amount is calculated.

## Files

**Upload your video**

Attach a file:

**Attach photos to support your application**

Attach a file:

**Upload any other supporting documents e.g. project plan or proposal**

Attach a file:

**A recent bank document showing your name and account (could be your school bank account)**

Attach a file:

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**Is there anything else you would like to tell us about your project?**

## Responsibilities of Grant Recipients

\* indicates a required field

### Terms and Conditions

You must read and agree to the following before submitting your application.

- 1. Use the Grant Promptly:** Spend the grant within nine (9) months of approval or as specified by HDC. You won't receive more money until you've met all reporting requirements.
- 2. Spending Limits:** Use the grant only for the purposes approved by HDC. If you don't spend it all on those purposes, you must return the unused portion, including any GST paid.
- 3. Record Keeping:** Keep records of how you spend the grant for at least five (5) years after the agreement ends.
- 4. Transparency:** Make your project files available for inspection by HDC within 10 working days if asked.
- 5. Financial Reporting:** Acknowledge the grant in your financial records as required by HDC.
- 6. Inform About Changes:** Let HDC know about any changes that might affect your ability to carry out the project.
- 7. Notify About Issues:** Inform HDC if any grant money is stolen or misused.
- 8. Public Disclosure:** Agree that HDC can announce the grant publicly.
- 9. Request Changes Early:** If you need to change your project's purpose, term, or conditions, ask HDC before you spend any money.
- 10. Exclusions:** Don't spend the grant on anything HDC has excluded.
- 11. Consequences of Non-Compliance:** If you don't follow these rules or provide false information, HDC might:
  - Ask you to repay some or all of the grant.
  - Hold back payments for this or future grants until issues are fixed.
  - Add more rules before approving future funding.
  - Recommend against giving you grants in the future.
- 12. Information Sharing:** HDC may share or request information with other government agencies or organizations for funding purposes.
- 13. Unallocated Funds:** HDC can move any unused grant money to future funding rounds.
- 14. Official Information Act:** HDC might have to release information under the Official Information Act 1982, unless there's a good reason not to.

### Privacy

The information supplied in this application form will be held and used by the staff of Horowhenua District Council (HDC). The information will not be disclosed by HDC unless legally required under the Local Government Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for:

- Assessing and processing this application and for administration purposes
- Updating existing HDC Funding records

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- Providing information on your group and project for inclusion on the committee meeting agenda
- Enabling us to tell you about related services provided by HDC
- Providing HDC with statistical information to assist policy development.

You have the right to request access to, and correction of, information collected and held by HDC. Any requests for access should be addressed to your local community funding advisor.

### Signing

By entering your name in the space below you are electronically signing this form and agreeing to the terms and conditions above.

**Name: \***

**Date: \***

Must be a date.