



# **Community and Partnerships Fund Policy**

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## 1.0 Introduction

- 1.1 Waitomo District Council (WDC) seeks to facilitate and support strong and sustainable partnerships and to seek co-funding arrangements to support improved social outcomes for our community. This in turn supports WDC's Vibrant Safe Waitomo Strategy.
- 1.2 The focus of the policy is the provision of community assistance for the 'not for profit' sector in order to create a strong social base and to meet local needs.
- 1.3 This Policy sets out the funding and allocation process for assistance provided through grants to community organisations and community groups.
- 1.4 This Policy does not apply to rates remissions or any other type of assistance provided by WDC.

## 2.0 Purpose

- 2.1 The purpose of this policy is to establish funding policies and principles, which form the basis for the provision of funding grants to assist organisations and funding partners who provide projects, activities, services and facilities that benefit communities within the Waitomo District.
- 2.2 This policy provides a guide as to how funding can be obtained from WDC and assists Elected Members and WDC staff with guidance when making decisions and recommendations about funding applications.
- 2.3 This policy ensures the distribution of funding:
  - occurs in a consistent, efficient, effective manner; and
  - is transparent, fair and accountable.

## 3.0 Definitions

<b>10 Year Plan</b>	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
<b>Capital Expenditure</b>	Expenditure that will provide benefits to the applying organisation for periods greater than one year and considered an asset to the organisation.
<b>Community Events Fund</b>	An annual contestable fund to support community organisations that may wish to partnership with Council for the delivery of district events.
<b>Community Organisations</b>	A not-for-profit that has the primary objective to provide programmes, services or activities that benefit the social, cultural and environmental wellbeing of communities in the Waitomo District.
<b>Multi-Year Partnership Grant</b>	A Multi-Year contestable fund. Multi-Year Partnership Grants have a term of 3 years, aligning with the Long-Term Planning cycle.
<b>Single-Year Community Assistance Grants</b>	An annual contestable fund.

## 4.0 Community Outcomes

- 4.1 The Community Development Fund (CDF) aims to ensure that projects undertaken make a positive contribution to achieving WDC's strategic community outcomes.
- 4.2 The following community outcomes contribute to the Community Development Activity.



### **A prosperous district**

We will continue to enable a thriving and sustainable economy.



### **A district for people**

We welcome all to a district that is accessible, safe, affordable, and inclusive. We promote health, wellbeing and participation.



### **A district that cares for its environment**

We plan for the wise use and management of all land and resources, now and for future generations.



### **A district that works with you**

We work with you to collectively focus on the right things at the right time for the greater benefit of the District.

## **5.0 Policy**

### **5.1 Funding Allocation**

5.2 The total funding assistance provided to the community through grants and funding, in accordance with this Policy, is confirmed by Council at adoption of the 10 Year Plan.

### **5.3 Grants**

5.4 This Policy comprises of the following contestable grants:

- Single-Year Community Assistance Grant
- Multi-Year Community Partnership Grant
- Community Events Fund

### **5.5 Decision Making**

5.6 Grants will be awarded through a contestable process (excluding Community Hall Grants). This process is the best process to enable decision-makers (i.e. Elected Members) to compare the relative merits of the funding applications they receive and to allocate grants from the funding pools as fairly as possible.

5.7 In this context contestable means that:

- applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates;
- any eligible organisation has an equal opportunity to be considered for a grant;
- clearly defined processes will be applied to all applications; and
- final allocation decisions are made in a public forum.

### **5.8 Grant Misuse by Recipients**

5.9 Grants are to be spent in accordance with the purpose for which they are allocated.

5.10 Failure to account for the use of a past grant will be sufficient cause for any subsequent application to be declined.

5.11 Using a past grant for any purpose other than that approved may result in future applications being declined.

5.12 WDC reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is identified.

### **5.13 Level of Financial Reserves**

5.14 It is acknowledged that it is prudent for organisations to carry financial reserves for their operations. However, if an organisation is carrying reserves greater than a year of operating costs with funding not tagged for special projects, Council may not approve a grant to the organisation or group.

### **5.15 Funding Considerations**

5.16 Applications will be considered that:

- Align and support WDC's Community Outcomes
- Contribute to and support the Vibrant Safe Waitomo Strategy
- Strengthen participation across diverse communities
- Work collaboratively across the community sectors
- Facilitate and support strong and sustainable partnerships

### **5.17 Eligible Applicants**

- 5.18 Non-profit incorporated organisations (including Charitable Trusts, Trusts, Incorporated Societies) and Maori Trust Boards. These groups are referred to collectively as 'community organisations'. Most community organisations have a formal legal structure and founding documents (e.g. a constitution).
- 5.19 To be eligible for funding, one application per annum, per community organisation will apply.
- 5.20 The CDF will not fund education-based activities which should, in the view of a reasonable person, be the responsibility of their primary funder e.g. Ministry of Education. The fund only supports projects sponsored by education providers where there is a clear general community benefit that will be derived from such a project.

### **5.21 Groups with no Formal Legal Structure**

- 5.22 Groups with no formal legal structure may apply for grants via nominating an 'umbrella' non-profit incorporated organisation which has agreed to receive and administer the grant on their behalf. The umbrella organisation would be legally accountable to WDC for the expenditure of the grant.

#### **Ineligible Applicants**

- For-profit Groups
- Individuals
- Political Organisations
- Social Clubs
- Internal Applicants
- Other local authorities, government agencies or public sector entities

### **5.23 How Must an Application be Made?**

- 5.24 All applications:
- Must be made via the appropriate WDC Application Form
  - Be fully completed with all accompanying information attached
  - Must be submitted before the closing date
- 5.25 Incomplete or late applications will be deemed ineligible and therefore not be considered for funding.

### **5.26 Accompanying Information**

- 5.27 All applications to the Single-Year Community Assistance Grant and the Multi-Year Community Partnership Grant must include the following:
- Proof of incorporation
  - The applicants latest annual financial accounts
  - Verified bank account details for the applicant
- 5.28 In addition to the above, Multi-Year Partnership Grants will be subject to providing further supporting documentation.

## Schedule 1 – Single-Year Community Assistance Grant

### 1.0 Scope

- 1.1 Waitomo District Council’s Single-Year Community Assistance Grant focuses on providing assistance for not-for-profit community organisations that support community led projects. These projects are aligned with Council Plans and Strategies and contribute and support the social, cultural, economic and environmental well-being of the Waitomo District.
- 1.2 Priority for funding will be given to community organisations that are delivering projects in collaboration with other organisations.
- 1.3 The Single-Year Community Assistance Grant is for one-off projects or initiatives that will be completed within a 12-month period from receiving the grant.

### 2.0 Single-Year Community Assistance Grant

<b>When can I apply? (Indicative Timeline)</b>	<b>Fund Opens:</b> 1 July <b>Fund Closes:</b> 1 August
<b>When will I know?</b>	Applicants will be advised September/October
<b>How much can I apply for?</b>	A maximum of \$10,000

### 3.0 What can be funded?

- 3.1 The following costs will be considered for funding:
- Resources that support the project or organisation
  - Programme development and implementation
  - Applications for capital projects may be accepted for grant requests over \$2,000

### 4.0 What will not be funded?

- 4.1 The following will not be considered for funding:
- Projects that have commenced or have been completed
  - Loan / Debt Repayment
  - Wages or Salary
  - Where the applicant has received a Multi-Year Community Partnership Grant
  - Organisations with outstanding projects from previous funding rounds

### 5.0 What are the requirements that will have to be met?

- 5.1 A Grant Agreement between WDC and the successful applicant will be in place where the grant value exceeds \$5,000. Conditions of the grant will be outlined in the Agreement.
- 5.2 Projects must be completed within a 12-month period from receiving the grant.
- 5.3 Successful applicants will be required to complete an Accountability Report upon completion of the project.
- 5.4 Failure to complete the project within the 12-month period may result in funding being reimbursed to WDC.



## Schedule 2 – Multi-Year Community Partnership Grant

### 1.0 Scope

- 1.1 Waitomo District Council’s Multi-Year Community Partnership Grant supports the not-for-profit organisations whose work is aligned with Council plans and strategies and contribute to the social, cultural, economic and community well-being of the Waitomo District.
- 1.2 The Multi-Year Community Partnership Grant supports community organisations that offer services or facilities that make a significant contribution and improved well-being in the Waitomo District.
- 1.3 The Multi-Year Community Partnership Grant is for a three-year period.

### 2.0 Multi-Year Community Partnership Grant

<b>When can I apply? (Indicative Timeline)</b>	<b>Fund Opens:</b> 1 July <b>Fund Closes:</b> 1 August
<b>When will I know?</b>	Applicants will be advised September/October

### 3.0 What will be funded?

- 3.1 Operational Costs relating to services or facilities that complement WDC’s 10 Year Plan objectives.

### 4.0 What will not be funded?

- 4.1 The following costs will not be considered for funding:
- Capital Projects
  - Loan / Debt Repayment

### 5.0 What are the requirements that will have to be met?

- 5.1 Applicants will need to demonstrate within the application process how they will:
- Strengthen participation across diverse communities
  - Build the capability of communities to become sustainable
  - Work collaboratively across the community sectors
- 5.2 Applicants must have a proven record of accomplishment in their area of service and previous history of service delivery.
- 5.3 Applicants must be financially sustainable and be able to demonstrate a history of working collaboratively with other organisations.
- 5.4 A Grant Agreement between WDC and the successful applicant will be in place. Conditions of the grant will be outlined in the Agreement.

## Schedule 3 – Community Events Fund

### 1.0 Scope

- 1.1 Waitomo District Council's Community Events Fund supports community events that create opportunities to build and celebrate community pride and for the community to connect and celebrate.
- 1.2 Priority for funding will be given to community organisations that wish to partner with WDC for the delivery of district events, such as the Waitomo District Christmas Parade and the Great NZ Muster.
- 1.3 Consideration will also be given to community-led events or cultural celebrations open to the wider community participation.

### 2.0 Community Events Fund

<b>When can I apply? (Indicative Timeline)</b>	Calls for Registration of Interest will be advertised in July/August of each year
<b>When will I know?</b>	By September of each year

### 3.0 What will be funded?

- 3.1 Costs relating to the delivery of community events, where the event is to take place within the Waitomo District.

### 4.0 What will not be funded?

- 4.1 The following costs will not be considered for funding:
- Capital Costs
  - Loan / Debt Repayment
  - Applications for events that have already taken place

### 5.0 What are the requirements that will have to be met?

- 5.1 A grant agreement between WDC and the successful applicant will be in place. Conditions of the grant will be outlined in the agreement and will include health and safety requirements.

## **Schedule 4 - Community Halls Grant – Non-Contestable**

### **1.0 Scope**

- 1.1 Council currently supports 13 community halls within the Waitomo District by way of an annual grant, with each hall receiving \$1,000. Hall grants are paid in August of each year.

Community Halls that receive funding are:

- Aria
- Awakino
- Benneydale
- Kinohaku
- Mahoenui
- Mairoa
- Marokopa
- Mokau
- Mokauiti
- Mapiu
- Te Anga
- Waitanguru
- Rangitoto

### **2.0 What are the requirements that have to be met?**

- 2.1 An Accountability Report is required to be submitted annually by June of the following year. Hall Committees/Trusts are required to report on expenditure of the grant.

## Schedule 5 – Special Grants

The following grants are administered by WDC on behalf of external organisations.

### 1.0 Creative Communities Scheme

- 1.1 Creative Communities NZ provides a grant to Council to encourage promotion of the arts within the district. Organisations may apply to Council's Creative Communities Scheme Assessment Committee for funds based on the criteria supplied by Creative Communities NZ. The funds objective is to support arts and cultural activities that encourage participation in a wide range of arts activities.
- 1.2 WDC administers two Creative Community Scheme funding rounds per year. They fall in May and November of each year. The Creative Communities Scheme Assessment Committee consists of two Councillors, one Iwi representative and up to 8 community representatives.

### 2.0 Sport NZ – Rural Travel Fund

- 2.1 Sport NZ provides a grant to Council.
- 2.2 The funds objective is to assist youth of the district living in a rural area, with the cost of travel to local sports competitions.
- 2.3 The allocation of the fund is based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre.
- 2.4 WDC administers one Sport NZ Rural Travel Fund per year. This falls in October each year. Applications to the Sport NZ Rural Travel Fund are determined by an Assessment Committee.

### 3.0 DC Tynan Grant

- 3.1 The late Daniel Circuit Tynan left a bequest to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities. The priority of this funding is given to projects of a capital nature.
- 3.2 The funds of the Trust are held and administered by Forgeson Law and WDC provides the administrative support associated with the funding application process.
- 3.3 The income from the Trusts capital investment is available for distribution. Distribution occurs in July/August each financial year.