

Council Policy

Policy Title:	Community Grants Policy
Responsibility:	Group Manager Community and Regulation
First Adopted:	November 2006
Review Date:	11 August 2009
Review Frequency:	Annually in June, or as required



Policy Objectives

The objective of the Ruapehu Community Grants Fund is to:

- Support community organisations are seeking grants funding to meet desired Community Outcomes as expressed in Council's Future Ruapehu Long Term Plan.
- Support the development of Ruapehu communities and recreation facilities that meet desired Community Outcomes.
- Provide grants assistance through a transparent and publicly advertised system of criteria and allocation.

The Ruapehu Community Grants Fund brings a common structure, administration and strategic direction to Council's grant allocation process. A grant is an agreed sum of money paid to a community organisation for one or more of the purposes applied for. Grant applications must achieve Community Outcomes expressed through the Future Ruapehu Community Outcomes. Grant applications may include special projects, operational costs of running an organisation, or development of community facilities, resources, opportunities, programmes, activities and events. The Grants Policy attempts to avoid the duplication of funding for purposes where funding is available elsewhere.

Principles

The following are the key principles guiding the Ruapehu Community Grants Fund:

Targeted Outcomes	Grants will be targeted at specific community outcomes for which Council seeks community support to meet. The outcomes will relate to those stated in Council's Future Ruapehu Long Term Plan.
Purchase of Community Services	Council's Grants Fund is for the 'purchase' of community services that Council or other providers do not adequately provide in the community. A grant is therefore understood to be a form of partnership between Council and the grants applicant.
Priority Areas	Within the Grants Fund, there may be priority areas determined each year at Council's discretion. Allocation of the funding pool for priority areas will be determined at the same time the priority area is agreed by Council and will be publicly advertised.
Ring fenced	Ring fencing of funding may be made to direct funding to a community provider for a specified period of time. In these circumstances a Partnership Agreement will be required.

Contestable	Contestability will remain a major goal of the Grants Fund. This enables community organisations to compete for funding and provides a transparent system which will prevail over time. There is also contestability within a ring-fenced area, such as Community Hall funding.
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Background

There is no legislative requirement to provide grants to the community. However, the grants structure is one that enables the purposes of local government (Section 14, Local Government Act 2002). As applied to grants, these may be expressed as:

- Transparency in grant allocation.
- Council collaboration with other organisations to achieve Community Outcomes.
- Efficient and effective use of grant funding.
- Consideration of social, economic, cultural and environment wellbeings.

Policy Statement

1 ADMINISTRATION

- 1.1 Council will determine applications and distribute funds. Consideration of applications will coincide with a meeting of Council scheduled to discuss financial and policy matters.
- 1.2 The determination of grant applications will be as follows:
 - (a) To propose a total level of grants funding within each Future Ruapehu Long Term Plan or Exceptions Annual Plan.
 - (b) To advertise for grants applications, at least six weeks prior to a Council meeting for allocation, annually or bi-annually.
 - (c) To consider applications in compliance with this Policy at ordinary meetings of the Council.
 - (d) To advertise successful applications in local newspapers following each application round to ensure transparency, and to demonstrate that no pre-determination has been made.
- 1.3 Any unexpended grants monies in any one financial year will be automatically rolled over and added to the contestable grants fund in the following financial year.
- 1.4 Any funds not uplifted by 30 June in the funding year will be rolled over and added to the contestable grants fund in the following financial year.

2 RING-FENCING

- 2.1 The following component of grants funding will be ring-fenced for the purposes of ensuring that pre-committed funding cannot be utilised for other purposes.

➤ Community Halls	\$10,000
➤ Waiouru Library	\$3,000
➤ Ohura Library	\$2,000
➤ Christmas Parades (\$1,000 each North and South)	\$2,000
➤ Total	\$17,000

2.2 The funds are ring-fenced to:

- (a) Continue the current level of support for community halls and libraries by way of grants funding.
- (b) Increase community involvement in recreation.
- (c) Improve the standard of community facilities and amenities, outside of normal ongoing maintenance, through partnerships between Council and community groups.

3 APPLICATION CRITERIA

3.1 General

- (a) Preference is to be given to applications for which 50% or more of the cost of the project is obtained from other funding sources. However, each application is to be considered on its own merit.
- (b) Consideration is to be given to applications where sufficient funding is not able to be obtained from other sources.
- (c) Approved Council grant funds may be utilised as the Applicant's contribution when applying to other funding sources such as community trusts and the Lottery Grants Board.
- (d) Only applications for projects located within the Ruapehu District will be considered.

3.2 Community Halls

Community Halls eligible for grants funding are those that are:

- (a) Council-owned halls, or halls independently-owned and managed by the community that **do not** receive upkeep from ratepayers in the form of repairs and maintenance, as stated in the Asset Management Plan (see Schedule 1 for list).
- (b) Funds are available for upgrading, repairs and maintenance only.
- (c) Funds are not available for the purchase of equipment or chattels which are readily removable from the hall.
- (d) Applications for maintenance requiring non-voluntary labour must be accompanied by a quote from a tradesperson. Quotes should be obtained for materials required for applications over \$3000.
- (e) Halls are eligible for ring-fenced funding no more than once every two years. Preference will be given to Hall Committees who have not applied for funding in the previous year.
- (f) Community Hall applications are to include:
 - The most recent bank statement.
 - An estimated budget for the next year's operation.
 - Audited or verified accounts for the previous financial year.
 - A statement as to any investments held and the planned use of accumulated funds on hand (if applicable).

- (g) Funds will not be able to be uplifted without presentation of an invoice or receipt for goods and services and the completion of an accountability form signed by two officials of the Hall Committee.

3.3 Events

In addition to the General Criteria set out Section 3.1 of this Policy, the following criteria will be considered in determining grants applications for events:

- (a) Economic Benefits
 - Number of participants.
 - Number of visitors to Ruapehu District.
 - Number of bed nights (overnight stays).
 - Employment/training opportunities.
 - Use of local service providers.
- (b) Location – majority to be staged in the Ruapehu District.
- (c) New or existing events.
- (d) Promotion of District.
- (e) Unique point of difference, ie, differentiates uniqueness of the Ruapehu District.
- (f) Track record/experience/credibility.
- (g) Social/environment impact plan (mitigation of impacts).

3.4 Non-Eligibility

The following non-eligibility criteria will be considered in determining all grants applications:

- (a) Services or projects seeking to promote commercial, political or religious objectives, including political advocacy projects or commercial enterprises.
- (b) Food/catering.
- (c) Capital improvements to facilities not owned by the applicant (except for community infrastructure previously supported and/or owned by Council).
- (d) Retrospective funding, ie, for a project/event that has been completed before the grants application is lodged with Council.
- (e) Organisations that seek to redistribute funds to other recipients at their own discretion.
- (f) Debt repayment or refinancing of existing loans.
- (g) Day to day vehicle running costs, ie, mechanical maintenance, insurance and other operational type costs.
- (h) Overseas travel.
- (i) Medical expenses, operations or treatment either in NZ or overseas.
- (j) Financial capital investment or trust funds.
- (k) Funds that are not to be utilised for, or will not result in direct benefit to, the Ruapehu District.
- (l) Private individuals where only the individual will benefit.

4.0 ACKNOWLEDGEMENT OF GRANTS

- 4.1 Recipients must suitably acknowledge the grant received from Council in any public notice or other communication.

Relevant Delegations

None – Council decides Grants allocations.

Annotations

Date	Description
Nov 2006	Policy adopted by Council
11/08/09	Policy reviewed and adopted