

Pūtea Hapori Kaupapa Here

Community Funding Policy

Purpose of the Policy

The purpose of this Policy is to encourage the development and delivery of the social, economic, environmental, and cultural well-being of the District's residents and visitors through funding to communities, groups, organisations and individuals in the South Taranaki District.

Objectives

The objectives of this Policy are to:

- a) Establish and maintain a structured, transparent, and responsible approach to the fair allocation and distribution of funding.
- b) Maintain effective monitoring and reporting in relation to funding applications, decisions, ~~and~~ funding allocation, and accountability for the use of those funds.
- c) Increase the resilience and effectiveness of communities, groups and other entities through activity planning and knowledge of funding options, including alternative sources outside of the Council.

Background

The Council recognises the important contribution the community sector makes to the overall well-being of our District and residents, and promotes the social, economic, environmental, and cultural wellbeing of the South Taranaki community through its community funding grants. This Policy outlines responsibilities of the Council and applicants, and sets expectations for applications, administration, and allocation of funding.

Definitions

Applicant means a not-for-profit organisation, volunteer organisation or individual who completes an application for a grant/fund.

Council means the South Taranaki District Council.

District means the South Taranaki District.

Policy

1.0 Purpose of Community Funding

- 1.1 Community funding directly supports activities, initiatives, programmes, projects and facilities that make a positive contribution to the social, economic, environmental, and cultural well-being of the people of the South Taranaki District.

2.0 Advertising

- 2.1 Information on the funding opportunities, eligibility criteria, application closing dates, application forms and documentation is available on the Council's website, at the Administration Building in Hāwera and each LibraryPlus Centre. Notification of funding opportunities will be advertised in local newspapers, on the Council's website and on social media channels.

3.0 Eligibility

- 3.1 To be eligible to apply to a fund, the applicant must meet the criteria of the specific fund. The different funds and criteria are available on the Council's website.
- 3.2 Applicants must be able to show that:
- There is a community need and support for their project or activity.
 - They have the ability to successfully plan and deliver projects or activities.
- 3.3 Accountability reporting for any previous grants received must be completed prior to an applicant being eligible to reapply to that fund that it was received from.

4.0 Applications

- 4.1 Applications for funding must be made using the appropriate application form.
- 4.2 Applicants may only apply for one project per funding application.
- 4.3 Applicants must ensure that they provide all the information required in the application form.
- 4.4 Organisations are encouraged to work together to achieve common goals. Joint applications will be considered without prejudicing other applications from individuals, groups or organisations.
- 4.5 Applicants can apply for grants from more than one of the Council funds for different projects and activities.

5.0 Assessment and Decision Making

- 5.1 Community funding is allocated fairly and transparently. Transparency and accountability are expected from successful applicants.
- 5.2 The Council will at all times act with integrity, objectivity, and in a fair and reasonable manner when assessing funding applications. All funding decisions will be appropriate and transparent, fair and defensible, within budget, and free from any actual or perceived bias or conflict of interest.

- 5.3 Grant applicants' and recipients' expectations and the Council's requirements should be proportionate to the scale of the proposal, the nature of the applicant and the level of risk.
- 5.4 When an application is received, the Council will acknowledge in writing that the application has been received.
- 5.5 An applicant will be advised if their application is incomplete. If the additional information is not provided within the required time frame, the application will be declined or deferred to future funding rounds.
- 5.6 Applications will be considered at the designated community board or committee meeting, or assessed through a Council process.
- 5.7 The Council may take into consideration any current or previous Council funding the applicant has received when assessing a grant application. All contestable grants, discretionary funding, loans and any other type of funding received from the Council must be disclosed as part of a grant application.
- 5.8 As soon as practicable after a decision has been made, the applicants will be advised in writing.
 - 5.8.1 If an application is declined, the applicant will be advised of the reason it was declined.
- 5.9 If a funding agreement is required, the Council will liaise with the applicant to set up an agreement.

Smokefree Requirements

- 5.10 All funding recipients are encouraged to comply with the Council's Smokefree and Vapefree Public Places Policy, where applicable.

6.0 Conflict of Interest

- 6.1 An applicant must disclose in their application if they have a conflict of interest.

7.0 Accountability

- 7.1 A recipient of a grant must ensure that the funded activity remains compliant with all relevant legislation, regulations, and terms and conditions, including health and safety legislation.
- 7.2 A recipient of a grant is required to complete an accountability report and provide any other funding expenditure or evaluation documentation requested by the Council. The accountability report must be provided within the timeframe outlined in the funding approval letter.

- 7.3 If the Council administers a fund on behalf of another organisation, the information provided by the applicant in an accountability report or other documentation may be forwarded to the other organisation to meet their administrative requirements.
- 7.4 Failure to meet all relevant terms and conditions associated with the Council grant may result in a termination of funding, future funding applications being declined, and/or repayment of part or all of the allocated funding back to the Council.
- 7.5 If funding is granted and the project, event or service delivery does not proceed, the applicant must return the total amount of the grant before the end of the same financial year in which the application was granted, or as advised by the Council.

Note: A return of unspent funds does not mean an applicant cannot apply for funding in future years.

8.0 Grant Misuse

- 8.1 Any discrepancies in funding (for example, funds spent on activities not specified in the approved application) may result in the Council requiring an audit of the organisation's accounts and the funded activity, and potential repayment of the funding received.
- 8.2 Misuse or misappropriation of funding granted by the Council may affect the granting of future funding applications.

9.0 Review of Policy

- 11.1 This Policy will be reviewed every three years as part of the Council's Long Term Plan process to ensure it is achieving the objectives.
- 11.2 Any changes to funding allocation amounts will take effect following the adoption of the next Long Term Plan.

1.0 Perpetual Grants

Perpetual Grants enhance the social, economic, environmental, and cultural well-being of the South Taranaki community by supporting community activities, initiatives, programmes, projects and facilities that are closely aligned to the Council's strategic objectives.

Funding is granted to specific organisations determined by the Council for the following three years, as part of its Long Term Plan process.

Any changes the Council makes to the organisations it commits funding to (addition or removal of organisations or change in funding amount) will be made by resolution and budgeted for as part of a Long term Plan.

The Council may take into consideration any current or previous funding the applicant has received from the Council when allocating funding.

History of Policy

Action	Description	Decision date	Decision number	Commencement
New	Adoption of new Community Funding Policy	7/4/2021	40/21	8/4/2021
Amendment	Review and adoption of amended Community Funding Policy	3/04/2024	35/24	4/04/2024