

Pūtea Hapori Kaupapa Here

Community Funding Policy

Executive Summary

The Council makes a significant contribution to the social, economic, environmental, and cultural wellbeing of the South Taranaki community, through its community funding grants. This Policy sets out the Council's expectations for the application, administration, and allocation of funding, and outlines responsibilities of the Council, committees, and applicants.

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 the provision of community grants.

Objectives

The objectives of this Policy are to:

- a) Outline the funding available, and specify which projects, activities and initiatives are eligible for funding.
- b) Establish and maintain a structured, transparent, and responsible approach to the fair allocation and distribution of funding.
- c) Maintain effective monitoring and reporting in relation to funding applications, decisions, and funding allocation, and accountability for the use of those funds.
- d) 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.

Policy

1.0 Advertising and budget

Information on the Council's funding opportunities, eligibility criteria, application closing date, and associated application forms and documentation will be made publicly available at the Administration Building Hāwera, and each LibraryPlus Centre, and on the Council's website. Notification of funding opportunities may be advertised within appropriate local newspaper/s or social media channels.

2.0 Eligibility

To be eligible to apply for a fund, the applicant must meet the criteria of that specific fund (see funds available and criteria in appendix 1 of this Policy).

3.0 Applications

- 3.1 Applications for funding must be made in writing, to the Council or applicable Committee, using the appropriate application form.
- 3.2 Applicants may only apply for one project per funding application.
- 3.3 Applicants must ensure that they provide all the information required within the application form.
- 3.4 It is encouraged that organisations work together to achieve common goals. Joint applications will be considered without prejudicing other applications from individuals, groups or organisations.

4.0 Application process

- 4.1 When an application is received, the Council will acknowledge in writing, that the application has been received.
- 4.2 If the application is incomplete, the Council will advise the applicant in writing. Failure to provide the additional information within the required time frame, will result in the application being declined or deferred to future funding rounds.
- 4.3 Applications will be forwarded on to the applicable committee and will be tabled at the designated committee meeting for consideration, or will be assessed through a Council process.
- 4.4 As soon as practicable after the Council assessment or Committee meeting, each applicant will be advised in writing of the Council's or Committee's decision.
 - 4.4.1 If the Council or Committee decides that an application is declined, applicants shall be provided with an explanation of the decision, if requested.

- 4.5 If a funding agreement is required, the Council will liaise with the applicant to discuss and formalise such agreements.

5.0 Conflict of interest

Any applicant must disclose in their application if they have a conflict of interest.

6.0 Accountability

- 6.1 All recipients 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.

- 6.2 All recipients of Council funding are required to complete an accountability report (in writing), and provide any other funding expenditure or evaluation documentation requested by the Council or Committee.

6.2.1 An accountability report must be provided within the required timeframe which will be outlined in the funding outcome letter.

6.2.2 In some instances where the Council is administering 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.

- 6.3 Failure to meet all relevant terms and conditions associated with the Council grant, may result in a termination of funding, decline in future funding, and/or the repayment of part or all of the allocated funding.

- 6.4 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/Committee.

Note: return of funds awarded does not prohibit an applicant applying for funds in future years.

7.0 Grant misuse

- 7.1 Any discrepancies in funding (for example: funds spent on other activities than those specified in the approved funding application) may result in the Council requiring an audit of the organisation's accounts and the funded activity, and the potential repayment/return to the Council of the funding received.

- 7.2 Misuse or misappropriation of monies granted from the Council, by any community group, volunteer group, or individual (if applicable) may affect the granting of future funding applications.

8.0 Assessment conduct

- 8.1 The Council and committees shall at all times act with integrity, objectivity, and in a fair and reasonable manner.
- 8.2 All funding decisions shall be appropriate and transparent, fair and defensible, within budget, and free from any actual or perceived bias or conflict of interest.

9.0 Definitions

Applicant means an 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.

10.0 Contacts

Administration Officer – Community and Infrastructure Services, or
Executive Assistant – Community and Infrastructure Services
South Taranaki District Council *06 278 0555* or *0800 111 323*

11.0 Review of Policy

- 11.1 This Policy shall be reviewed every three (3) years immediately following the local body elections to ensure the Policy is effective and efficient at achieving the objectives.
- 11.2 Any changes to funding allocation amounts will take effect following the adoption of the next Long Term Plan.
- 11.3 The appendices attached may be altered from time to time.

Appendix One – Funds and Grants

Funding options

| # in this appendix | Fund | Administered by | Who can apply? | | | What for? | | | What are the priorities? (four well-beings) | | | |
|--------------------|---|----------------------------------|------------------|-------------|----------|----------------------|--|----------------|---|----------|---------------|----------|
| | | | Community groups | Individuals | An event | A fixed-term project | Ongoing service delivery or administration costs | Other | Social | Economic | Environmental | Cultural |
| 1 | Community Initiatives Fund (previously the Annual plan/Long Term Plan fund) | STDC | ✓ | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ |
| 2 | Community Surveillance System Fund | STDC | ✓ | | | | ✓ | | | | ✓ | |
| 3 | Rural Halls Grant | STDC | ✓ | | | | ✓ | | ✓ | | | ✓ |
| 4 | Tangata Whenua Liaison Fund | Iwi Liaison representatives | ✓ | | | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| 5 | Local Discretionary Fund (each ward) | Community Board (x4) | ✓ | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ |
| 6 | Pātea Centennial Bursary | Pātea Community Board | | ✓ | | | | ✓ Education | | ✓ | | |
| 7 | Waimate Development Levy | Taranaki Coastal Community Board | ✓ | | | ✓ | | | ✓ | | | ✓ |
| 8 | Creative Communities Fund | STDC on behalf of CNZ | ✓ | ✓ | ✓ | ✓ | | | ✓ | | | ✓ |
| 9 | Sport NZ Rural Travel Fund | STDC on behalf of Sport NZ | ✓ | | | | | ✓ Travel | ✓ | | | |
| 10 | Natural Environments Fund | STDC | ✓ | ✓ | | ✓ | | ✓ | | ✓ | ✓ | ✓ |

1.0 Community Initiatives Fund (previously Annual Plan/Long Term Plan grants)

The Council has decided that no grants will be considered as part of the Long Term Plan. Community Funding will be open to organisations from 1 July – 31 July each year and will be allocated grants from a pool of money. To provide for a fair and transparent process, all applications for the year are to be considered and determined by the full Council at the same time each year.

The amount available for Community Initiatives Fund grants (excluding those funds administered by the Council only), will be set by the Council every three years through the Long Term Plan budget setting process. Adjustments may occur through the Annual Plan budget setting process between Long Term Plans.

- 1.1 Applications for Community Initiatives Fund grants may only be accepted for requests greater than \$6,000 per annum.
- 1.2 Funding shall support community activities, initiatives, programmes, projects and facilities that can demonstrate a positive contribution to the social, economic, environmental, and cultural well-being of the local community.
- 1.3 Funding is complementary rather than a primary funder. Priority may be given to applicants that can demonstrate they are seeking other sources of funding.
- 1.4 The Council reserves the right to approve perpetual Community Initiative Fund grants to an organisation, at its discretion. These grants will be included as part of the funding pool each year.
- 1.5 The Council reserves the right to revoke perpetual Community Initiative Fund grants at its discretion.
- 1.6 The Council may take into consideration any current or previous funding the applicant has received from the Council, when assessing a funding application. The applicant must disclose in the application form financial information and past contributions from the Council. This may include past applications, rates rebates, or leases.
 - 1.6.1 Failure to complete the disclosure of previous funding allocations from the Council, may result in the funding application being denied.

Note: the Council provides one round of Community Initiatives Funding per year subject to budget availability.

2.0 Community Surveillance System Fund

The community Surveillance System Fund was developed by the South Taranaki District Council to provide support for the operation of community owned surveillance systems, without hindering the community ownership and benefits of that ownership. The fund is available for annual maintenance costs incurred by community owned systems.

2.1 Projects must be able to meet the following funding criteria:

a) **Installation:**

Cameras should only be installed in areas with a higher incidence of criminal offending and the location of any fixed cameras should be clearly signposted at the extremities to notify the public that a camera is or may be in operation

b) **Operation:**

The operating group must adopt and implement their own policy for operation of their community surveillance system in accordance with the NZ Police Policy for:

- Control and operation
- Monitors
- Security of, access to, and retention of information

2.2 Maximum annual grant available for any one camera system is \$1,000.

Note: the Council provides one round of Community Surveillance Funding per year.

3.0 Rural Halls Grant

The purpose of the Rural Hall Grant is to assist rural hall committees with essential operating costs, such as insurance, maintenance, and the improvement of facilities.

3.1 Applicants must meet the following criteria:

- a) Applicants must be a non-profit group or committee.
- b) Halls must be located within a rural community.
- c) Halls cannot be owned or operated by Council.

3.2 Annual fund of \$40,000 is allocated between all eligible applications

Note: the Council provides one round of Rural Halls Funding per year.

4.0 Tangata Whenua Liaison Fund

The purpose of the Tangata Whenua Liaison fund is to support projects and initiatives that develop positive relationships between Tangata Whenua, the Council, and the people of South Taranaki, under the principles of partnership set out in the Tiriti o Waitangi.

4.1 Projects, services, activities or facilities must meet one or more of the following funding criteria:

- a) Are provided by Tangata Whenua and are accessible to or benefit the wider community (for example on marae or through cultural events).
- b) Enable the Council to communicate more effectively with Tangata Whenua (for example, cost of holding a hui, or researching and identifying wāhi tapu sites for protection by the Council under the Resource Management Act 1991).
- c) Enable Council-related services to be carried out that respect Māori cultural traditions (for example, maintenance of urupā and practices).

4.2 Funding a project or initiative depends on available funds and the extent to which the project meets the overall objectives and criteria set out below. In particular, the Council through its Iwi Liaison Committee will give consideration to the following types of projects:

4.2.1 Marae

- Safety, fire or OSH compliance relating to accommodation and cooking
- Water supply and filtration systems
- Sanitation facilities

4.2.2 Urupā/Wahi Tapu

- Fencing/boundaries
- Memorial walls
- Sexton training, for example holding a seminar/Whangaa for each marae/hapū to have a designated 'trained sexton'.
- Maintenance costs

4.2.3 Whanau

- Safer community initiatives (for example: Māori wardens)

4.2.4 Performing Arts

- Piupiu
- Bodices/poi
- Instruments
- Festival support

4.2.5 Visual Arts

- Wananga for korero, pakiwaitara, history relating to carvings and tukutuku
- Carving
- Tukutuku

4.3 When considering grant applications, the Iwi Liaison Committee will consider the following factors:

- a) Extent to which the project falls within the project categories (listed under section 4.1 of this policy), and general purposes of the fund.
- b) Extent to which the project benefits and supports the community as a whole, rather than specific individuals.
- c) Extent to which the project supports whanau, hapū, marae, and iwi.
- d) Availability of other more appropriate alternative or complementary sources of funding (within or outside of the Council); in particular whether the success of the project is dependent on Council funding from the Tangata Whenua Liaison budget.
- e) Adequacy and completeness of the information provided to support the application (including quotes).
- f) Urgency and immediacy which funding is required.

4.4 The following items are ineligible for funding:

- a) Travel costs
- b) Individuals
- c) Gifts
- d) Conference attendance
- e) Food or catering costs

4.4 The Tangata Whenua Fund annual allocation is \$50,000 divided equally between the four Iwi of South Taranaki to allocate.

Note: the Council provides one round of Tangata Whenua Liaison Funding per year.

5.0 Local Discretionary Fund

The purpose of the Local Discretionary Funds is to fund small projects within the individual wards that encourages groups with non-profit making or charitable aims to develop services, facilities, amenities, or programmes for the benefit of the community. Projects must meet both the set and individual conditions of the ward of which they are applying to.

Local Discretionary Funds are to:

- Be a last resort after all other attempts to raise funds or obtain assistance have been unsuccessful
- Develop within the community, services, facilities, amenities, or programmes for:
 - a) Recreation and sport
 - b) Entertainment and amusement
 - c) Culture and arts
 - d) The general benefit of the community

5.1 When considering funding applications, the Community Boards will consider the following factors:

5.1.1 Te Hāwera

- a) Applications from sporting bodies will not normally be considered.
- b) The minimum grant shall be \$100, and the maximum \$5,000.
- c) The Board does not consider retrospective funding.
- d) The Board will automatically decline any application where a representative does not attend the Board meeting.

5.1.2 Pātea

- a) The Board will not provide retrospective funding.
- b) The Board will not fund rates relief.

5.1.3 Taranaki Coastal

- a) The Board will not normally provide retrospective funding.

5.1.4 Eltham-Kaponga

- a) Does not have any individual conditions for considering funding applications.

5.2 The following items are ineligible for funding:

- a) Travel costs
- b) Individuals
- c) Gifts
- d) Conference attendance
- e) Food and catering costs

- 5.3 Applications are accepted throughout the year and considered at the Community Board meeting following receipt of the application. Closing dates for each round are listed on the application forms.
- 5.4 The Community Board Chairpersons, or their nominee, are authorised to approve grants qualifying for Local Discretionary Funding up to \$250 (Chair's Discretion).
 - 5.4.1 The total available for distribution through the Chair's Discretion is 10% of the total annual fund, rounded up to the nearest \$250.

Note: the Council provides up to eight rounds of discretionary funding via the Community Boards per year.

6.0 Pātea Centennial Bursary

The Pātea Centennial Bursary was established when the former Pātea County Council celebrated its centenary in 1977 and is a reserve-based fund with interest earned being available for allocation. The fund is provided to individuals from the Pātea Ward seeking to engage part-time or full-time.

6.1 The Pātea Centennial Bursary is available to eligible applicants for the first four years of their tertiary study. Applicants must meet the following funding criteria:

- a) Have normally been a resident of the Pātea ward, South Taranaki, for the previous two years prior to applying to or attending tertiary study.
- b) Be over the age of 15 years.
- c) Be engaging in full or part-time study.
- d) Present themselves for an interview (either in person, or via video conference) when required, unless prevented by serious injury or illness.

6.2 The following supporting documentation is required to accompany an application for the Pātea Centennial Bursary:

- a) A letter of application, outlining future aims and education to be undertaken.
- b) A birth certificate (for first time applicants only).
- c) Current character references from a Justice of the Peace or other well-known resident of the Pātea ward.
- d) Full details of other bursaries or scholarships applied for or received.
- e) A bank verified deposit slip or bank statement with account number, and name.

6.3 Successful applicants are required to provide at least one progress report, in writing, throughout the year.

Note: the Council provides one round of Pātea Centennial Bursary Funding per year.

7.0 Waimate Plains Development Levy

The Waimate Plains Development Levy was established by the old Waimate Plains County Council is available to non-profit groups or organisations, for the development of community or recreation facilities associated with the use of Council owned land or reserves that are available for use by the general public. The fund is reserve based with interest earned being available for allocation.

7.1 Applicants must meet the following criteria:

- a) Applicants must be a non-profit group or organisation.
- b) The project must be for facilities associated with the use of Council owned land or reserves.
- c) The facility, as part of this project, must be available for the use of the general public.
- d) The project can be for the creation of an asset or the maintenance of a building.

Note: the Council provides two rounds of Waimate Plains Development Levy Funding per year.

8.0 Creative Communities Funding

The Creative Communities Scheme is a fund by Creative New Zealand (CNZ). CNZ is a Crown entity and works with local city and district councils to deliver the Creative Communities Scheme and is New Zealand's national agency for developing the arts. The Creative Communities Scheme provides funding assistance for community-based arts projects in South Taranaki.

8.1 Projects must meet one or more of the following funding criteria:

- a) **Broad community involvement** – a project that will create opportunities for local communities to engage with and participate in arts activities.
- b) **Diversity** – a project that will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- c) **Young people** – a project that will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

8.2 Projects must also meet the below:

- a) Not have started or finished before CCS funding is approved.
- b) Not have already been funded through Creative New Zealand's other arts funding programmes.

Note: the Council provides two rounds of Creative Community Funding per year.

9.0 Sport NZ Rural Travel Fund

The Sport NZ Travel fund is a fund by Sport New Zealand (SNZ). SNZ is a Crown entity and works with local city and district councils to deliver the Rural Travel Fund. Sport NZ and the Rural Travel Fund provides funding assistance for transport expenses for youth in the district to attend regular sports events outside of school time.

The allocation of the fund is based on population density for territorial authorities that have fewer than 10 people per square kilometre. As a result of this, the funding allocation changes each year.

9.1 Applicants must meet the below criteria:

- a) Be a Sports Club or School team with young people aged between 5-19 years.
- b) Attend regular, local sporting competitions outside of school time.

9.2 The Sport NZ Rural Travel Fund requests that the Council considers how they place an emphasis on providing experiences for:

- a) Girls and young women aged 5 – 18; and/or
- b) Disabled tamariki (5 – 11 years old) and rangatahi (12 – 18 years old).

Note: the Council provides two rounds of Sport NZ Rural Travel Funding per year.

10.0 Natural Environments Fund

The Natural Environments Fund was established to promote and assist the protection, restoration, or enhancement of areas of significant biodiversity, indigenous vegetation and/or significant habitats of indigenous fauna on private land throughout the District.

This policy applies to both Significant Natural Areas (SNAs) and non-SNAs as defined below:

Significant Natural Areas (SNAs), in the schedule of the operative District Plan, are areas which have been identified as having a level of ecological significance.

The Council also introduced a general rule in the District Plan to protect areas of significant indigenous vegetation and significant habitats of indigenous fauna. These areas are known as non-SNAs and are not included in the District Plan schedule.

The Council will consider projects that:

- Assist with protection, enhancement, or restoration of identified SNAs.
- Assist with the protection, enhancement, or restoration of non-SNAs.
- Promote the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna throughout the District.

10.1 Funding types:

SNAs

10.1.1 The Council will contribute up to 50% towards project costs for SNAs, if all conditions made by the Council for such funding are fulfilled.

Non-SNAs

10.1.2 To be considered for this fund, non-SNAs must already be legally protected (through QEII or similar perpetual legal protection agreements), or the landowner must be prepared to legally protect the area as part of the funding conditions. The area for the project either has or will have legal protection status within 12 months of being funded. Note: legal protection may include but is not limited to: a Queen Elizabeth II National trust, Open Space Covenant, or a Memorandum of Encumbrance.

10.1.3 The council will contribute up to one third (of the total cost) of project costs, for non-SNAs, provided that all conditions made by the Council for such funding are fulfilled. In exceptional circumstances, grants of a higher contribution towards total project costs may be approved.

10.1.4 Non-SNA sites that have an active Biodiversity Plan with the Taranaki Regional Council will be prioritised for funding.

Other projects

- 10.1.5 The Council will consider a funding contribution for other projects that assist in the protection or promotion of the protection of significant indigenous vegetation and habitats of indigenous fauna (for example: environmental education projects or landscape-scale environmental projects or similar).
- 10.1.6 This funding does not need to be linked to specific areas (SNAs or non-SNAs), and funding applications for these kinds of projects are assessed by the Council on a case by case basis.

10.2 Conditions

- 10.2.1 Both individuals and organisations are eligible to apply.
- 10.2.2 Applications for Natural Environment Funding grants may only be accepted for requests between \$5,000 and \$30,000, but smaller grants may be allocated on a case-by-case basis.
- 10.2.3 The applicant's contribution towards the project must be clearly detailed in the relevant application form. Note: An applicant's contribution towards the total project costs does not need to be financial and can include volunteer time or in-kind support.
- 10.2.4 Council funding is complementary rather than a primary funder. Priority will be given to applicants that can demonstrate they are seeking and/or have secured other sources of funding.

10.3 Assessment of applications

- 10.3.1 The Council will consider applications for multi-year Natural Environments Funding grants.
- 10.3.2 The Council reserves the right to revoke multi-year Natural Environments Funding grants, at its discretion.
- 10.3.3 The Council may take into consideration any current or previous funding the applicant has received from the Council, when assessing a funding application. The applicant must disclose in the application form financial information and past contributions from the Council. This may include past applications, rates rebates, or lease agreements.
- 10.3.4 Failure to complete the disclosure of previous funding allocations from the Council may result in the funding application being denied.
- 10.3.5 Funding contributions by the Council will not be made available until the projects have been completed to the Council's satisfaction, and conditions of the funding have been fulfilled. This may include a site inspection.
- 10.3.6 If funding is approved, successful applicants will receive a funding agreement which will outline the amount and conditions of the grant.

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 |
| | | | | |
| | | | | |