



# **Community Development Fund Policy**

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## 1.0 Introduction

- 1.1 Community Development is about building a strong and vibrant community. Waitomo District Council does this by supporting community groups, activities and events.
- 1.2 Community Development grows and maintains community support services to enhance social and cultural well-being. Community activities, events and services adds to the strength and resilient of local communities. This supports Councils vision statement - 'Creating a better future with vibrant communities and thriving business'.
- 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.

## 2.0 Policy Objective

- 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 that provide projects and activities that benefit communities within the Waitomo District.
- 2.2 The policy provides a guide as to how funding can be obtained from Waitomo District Council (WDC) and assists Elected Members and Council staff with guidance when making decisions and recommendations about funding applications.

## 3.0 Community Outcomes

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

Community Outcomes	
CO1	<b>Cultural Heritage</b> A place where people are enriched by the multicultural values of all its people and, in particular, Maori heritage and culture are an inherent and valued part of decision making that affects community life.
CO3	<b>Youth</b> <ol style="list-style-type: none"><li>1. A place where young people have access to education, training and work opportunities</li><li>2. A place where young people feel valued and have opportunities for input into the district</li></ol>
CO4	<b>A Vibrant and Prosperous District</b> <ol style="list-style-type: none"><li>1. A place that attracts more people who want to live, work and play, and raise a family</li><li>2. A place where wealth and employment are created through local businesses and development of tourism opportunities</li></ol>

## 4.0 Grants

4.1 The following grants collectively make up the CDF:

- Discretionary Grant
- Triennial Grant
- Provision of Services Grant
- Community Partnership Fund
- Community Halls Grant

4.2 Additional funding pools administered by WDC are:

- Creative NZ – Creative Communities Scheme
- Sport NZ – Rural Travel Fund
- DC Tynan Grant

## 5.0 Eligibility for Community Development Funding

5.1 The CDF does not support funding applications submitted by individuals. Organisation and group eligible for grants from the CDF must operate within the Waitomo District, be able to present annually reviewed or audited financial statement and reports and must be:

- A Registered Charitable Trust
- Controlled or Co-ordinated by an arm of Central or Local Government
- Controlled by an association of persons under an adopted constitution rules
- A Limited Liability Company fully owned by one of the above and operating for charitable purposes

5.2 The following organisations and groups are subject to additional conditions:

- **Education Based Groups**

The DGF 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.

- **For-Profit Groups**

The CDF does not fund For-Profit Groups.

- **Exceptions**

Council at its discretion, in exceptional circumstances, and on a case by case basis, may consider funding applications out of round or from organisations who do not meet the eligibility criteria if:

- There is evidence of significant volunteer labour and fundraising
- The project is of significant District wide benefit

Discretionary grants may be considered on a case by case basis by the CEO and Mayor of Waitomo District Council, in exceptional circumstances from organisations who do not meet the eligibility, if they meet the criteria above.

## 5.3 Level of Financial Reserves

5.4 Waitomo District Council acknowledges 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, Waitomo District Council may not approve a grant to the organisation or group.

## **6.0 Applications to the Community Development Fund**

- 6.1 Groups or organisations must apply for funds for a specified purpose. The level of funding approved is, in all cases, relative to the size of the project.
- 6.2 Applications are checked for completeness and that all required supporting documentation is provided. Supporting documentation is required to adequately assess and evaluate the merits of the organisation or group and the proposed project or initiative.
- 6.3 Incomplete applications will be returned to the submitting group/ organisation and will not be considered for funding.
- 6.4 Late applications received after the closing date will not be accepted. Applications will be returned to the submitting group/ organisation with an explanatory letter.
- 6.5 Out of funding round applications, those received outside of the specified timetable, will not be considered for funding.

## **7.0 Applicant Categorisation**

- 7.1 In order to ensure that Councils grant making reflects the identified funding priorities and contributes to significant community benefit, demographic and community information will be collected from applicants.

### **7.2 Organisational Categories**

- 7.3 Organisations and groups applying for funding via the CDF are required to provide details about the area their organisation supports. These categories (set out below) have been established in accordance with the New Zealand Standard classification for Non-Profit Organisations, as specified by Statistics New Zealand.
- 7.4 These categories assist WDC in understanding the impact of its grant making and to track trends in priorities and allocations over time.

- Culture sport and recreation
- Education and research
- Health
- Social services
- Environmental
- Development and housing
- Law, advocacy and politics
- Grant making, fundraising and voluntarism promotion
- International
- Religion
- Business and professional associations, unions
- Not elsewhere classified

### **7.5 Community Categories**

- 7.6 Organisations and groups applying for funding via the CDF are required to identify the area of the Waitomo District community that they feel will benefit from their project. These categories will assist Waitomo District Council in understanding the impact of its grant making and to track trends in priorities and allocations over time.
- 7.7 Organisations are to select from the following list of community types:
- Urban
  - Rural
  - All of District

## **8.0 Grant Misuse**

- 8.1 Failure to account for the use of a past grant will be sufficient cause for any subsequent application to be declined.
- 8.2 Using a past grant for any purpose other than that approved by Waitomo District Council will mean that any future applications could be declined.
- 8.3 Waitomo District Council reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is indentified.

## **9.0 Conflicts of Interest**

- 9.1 Elected members of the Waitomo District Council are required to declare any direct or indirect conflict of interest in relation to any application being considered for the Triennial Grant, Provision of Services Grant or Community Partnership Grant. For example:
  - A direct conflict exists when an elected member is a member of an applicant organisation.
  - An indirect conflict exists when a member of an elected member's immediate family is a member of an applicant organisation.

## 10.0 Discretionary Grant

### 10.1 Scope

The focus of the Discretionary Grant Fund (DGF) is providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant will be determined on a case by case basis during each funding round.

The Chief Executive Officer (CEO) of the Waitomo District Council, in consultation with the Mayor, will consider applications to the DGF. These applications must contribute to the community outcomes detailed in section 3 of the policy, and meet the DGF's funding criteria.

The DGF offers grants on a "one-off" basis and their receipt does not form an ongoing relationship with WDC.

The grant budget for the DGF is identified via Council's Long Term and Annual Plan processes.

### 10.2 Timetable for the Annual Funding Round

The DGF is advertised and administered via four rounds per annum. The DGF is advertised twice per round in the Waitomo News and information about the fund and application process is available on Waitomo District Council's website or by contacting WDC's Customer Services Team.

The general timetable for Discretionary Grant Fund is as follows:

Advertising	Applications close and are considered	Announcements and Funding Allocation
2 x August	1 September	September
2 x November	1 December	December
2 x February	1 March	March
2 x May	1 June	June

Groups and organisations are eligible to submit one funding application each year. No additional applications will be considered.

### 10.3 Supported Projects

Projects Supported may include:

- Administration and operational costs
- Training costs for personnel
- Initial project costs
- Public education events
- Non capital items
- Hall/facility hire
- Equipment hire

### 10.4 Ineligible Projects

The DGF will not allocate funding to:

- Items of a capital nature e.g. buildings, furniture
- Individuals
- Travel
- Completed projects
- Loan / debt repayment
- Wages or subscriptions
- Food and refreshments



## 10.5 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

An accountability report is required 2 months after the completion of the initiative. Organisations and groups are required to report on:

- Expenditure of the grant
- The projects impact on community well-being
- Positive community outcomes achieved

## 11.0 Triennial Grant

### 11.1 Scope

The Triennial Grant Fund (TGF), previously named the Annual Grant Fund makes funding available to community groups to assist with operational costs for a period of three years with funding allocated annually.

Council, as part of the Long Term Plan Process, considers applications to the TGF.

To be eligible for funding via the TGF community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with Council and be able to identify how the work that they undertake assists in the achievement of Waitomo District Council's community outcomes.

The dollar value of each grant will be determined on a case by case basis, during each Long Term Plan cycle but should not exceed \$10,000. Those requesting grants in excess of \$10,000 should be considered for a POS Grant.

### 11.2 Timetable for the Triennial Grant Funding Round

Triennial Grants (TGF) are allocated as part of WDC's Long Term Plan process. TGF Grant recipients are allocated funding for three years. Funding is distributed to recipients once per annum as per Terms and Conditions agreed by both parties.

- Applications for new funding will be by way of invitation and advertised. Applications will be received as part of the Long Term Plan process.

The general timetable for the Triennial Grant Funding Round is as follows:

Action	Date
Applications invited and advertised	Between 1 October 2014 – 31 January 2015
Applications close	31 January 2015
Applications assessed for inclusion in the LTP	February 2015
Final adoption of the LTP	June 2015
Announcement to successful recipients	July 2015

### 11.3 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

A simple accountability report is required to be submitted by TG recipients annually in August each year. Organisations and groups are required to report on:

- Expenditure of the grant
- The projects impact on Community well-being
- Positive Community Outcomes achieved
- Submit a financial report as per their constitution. This could be audited annual accounts or copies of their cashbook for the relevant financial period, or any other method of sound financial reporting.

Additional accountability conditions may be imposed on grants, at the discretion of the Council.

## 12.0 Provision of Services Grant

### 12.1 Scope

The budget for the Provision of Service Grants (POS) funding round is established as part of the Long Term Plan process. The grants are allocated for a period of 3 years.

POS grants are in place to provide funding to not for profit organisations who undertake to provide services that compliment WDC's Long Term Plan objectives.

These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's community outcomes and improve well-being within in the District, but are outside the scope of services provided by Waitomo District Council.

The value of each of these grants will be determined on a case by case basis and developed with the recipient as a "Contract for Delivery of Services".

### 12.2 Timetable for Provision of Services Funding Round

POS grants are allocated as part of WDC's Long Term Plan process. POS Grant recipients are allocated funding for three years. Applications for new funding will be received through the Long Term Plan process and considered by elected members during submission deliberations.

Funding is distributed to recipients once per annum as per Terms and Conditions agreed between the parties.

Key identified groups will be invited to apply for funding support. Groups must have a proven record of accomplishment in their area of service provision, have a well established and positive relationship with Council and be able to identify how the work that they undertake assists in the achievement of Waitomo District Council's community outcomes.

A general timetable for the Provision of Services Grants is as follows:

Action	Date
POS Grant applications invited	November 2014 – January 2015
Applications assessed for inclusion in the LTP	February 2015
Final adoption of the LTP	June 2015
Announcement to recipients	July 2015
Payment of annual allocations	As per agreed Terms and Conditions

### 12.3 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

To ensure that funds are used appropriately successful applicants will:

- Submit an annual financial report as per their constitution. This could be audited annual accounts or copies of their cashbook for the relevant financial period, or any other method of sound financial reporting.

- Submit quarterly reports (grants over \$60,000), six monthly progress reports (grants over \$10,000) or annual progress reports (grants under \$10,000) identifying the deliverables agreed to at the start of each year.
- Meet to discuss and agree on deliverables for next year by May of that current year.
- Have recognised procedures in place to distribute any assets should the organisation have to be “wound up” for any reason.

Additional accountability conditions may be imposed on grants, at the discretion of the Council.

## 13.0 Community Partnership Fund

### 13.1 Scope

The Community Partnership Fund (CPF) is a contestable fund that focuses on projects and programmes that contribute to the development and well-being of our Districts communities.

The fund aims to “help our community help itself” by offering access to seed funding and in kind support to groups in developing new community initiatives.

Consideration will be given to community projects and community groups that can demonstrate strong links to one or more of the outcomes identified by Waitomo District Council's community outcomes, in particular those identified as priorities in section 3.2 of this policy.

By preference, grants will be made to:

- Group's applying for financial assistance for projects that align with or support Waitomo District Council's community outcomes, and can provide evidence detailing how their project can make a positive impact on community well-being.
- Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
- Organisations and groups, who invest time in helping address social issues within the Waitomo District.
- Groups who have a proven track record in their area of operation and can show community support for their project.

WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

The CPF budget will be set each year as part of WDC's Annual Plan development process. Therefore, the level of funding available for allocation may vary from year to year. WDC will attempt, where possible, to maintain a consistent level of funding.

If Council does not consider applications received, within any annual funding round to be suitable, any part of the fund may be withheld at its discretion. The remaining budget may, at Council's discretion, be carried over to the next financial year.

All applications to the CPF are assessed by the elected members of the Waitomo District Council.

### 13.2 Timetable for the Annual Funding Round

The CPF is distributed once per annum (with an option of a second round). The funding round timetable is advertised twice in the Waitomo News and information about the fund and application process is available on Waitomo District Council's website or by contacting WDC's Customer Services Team.

The general timetable for Community Partnership Annual Funding Round is as follows:

	Advertising	Applications close and are considered	Announcements and Funding Allocation
Round 1	November	December	December
Round 2	February	March	March

Groups and organisations are eligible to submit one funding application each year. If a group or organisation submits more than one application they must consolidate their applications. If this is not possible, neither application will be considered.

### **13.3 Ineligible Projects**

The CPF will not allocate funding to:

- Ongoing projects – i.e. yearly maintenance or operational costs
- Any project already receiving a Provision of Services (POS) Grant from Waitomo District Council
- Individuals
- Travel or conference attendance
- Completed projects
- Uniforms
- Loan / Debt repayment

### **13.4 Funding Guidelines - Key Considerations**

The level of funding allocated is at the discretion of Council. Each allocation will take a range of factors into consideration. Council's main considerations include:

- The project being undertaken and its deliverable level of community benefit
- The size of the group or organisation applying for funding
- The group/ organisations history
- Strength of the business plan

In order to maintain District equity a dollar per head criteria will be used when assessing applications from groups or organisations with members. For example, if two schools are undertaking similar projects, then the school with 1000 pupils receives a grant twice the size of the school with 500 pupils.

### **13.5 Organisational Costs**

The CPF aims to support organisations and groups that can sustain their operation independently of any contribution received from the fund. This means that funding should not be allocated for an organisation routine operating costs.

### **13.6 Capital Projects**

The CPF can provide up to 50% of the capital costs of the project. This level of contribution means that there is still a significant requirement for a group or organisation to raise funding from other sources.

When a capital project is funded, the grant may be held back until it is clear to Council that it will proceed as outlined in the original application, and/ or until any other conditions set by Council have been met.

### **13.7 Conditions of Funding**

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

An accountability report is required 12 months after receiving the grant. Organisations and groups are required to report on:

- Expenditure of the grant
- The projects impact on Community well-being
- Positive Community Outcomes achieved

Additional accountability conditions may be imposed on grants, at the discretion of the Council.

### **13.8 Exceptions**

Council at their discretion, in exceptional circumstances, and on a case by case basis, may consider funding a higher percentage of the total cost if:

- There is evidence of significant volunteer labour and fundraising
- The project is of significant District wide benefit

## **14.0 Community Halls Grant**

### **14.1 Scope**

WDC currently supports 13 community halls within the Waitomo District by way of an annual grant, with each hall receiving \$1,000.00.

Community Halls that receive funding are:

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

## **15.0 Special Grants**

### **15.1 Creative Communities New Zealand**

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 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.

WDC administers two Creative Community funding rounds per year. They fall in May and November of each year. The Creative Communities Assessment Committee consists of two Councillors, one Iwi representative and three community representatives.

### **15.2 Sport NZ – Rural Travel Fund**

Sport NZ Rural Travel Fund provides a grant to Council.

The funds objective is to assist youth of the district living in a rural area, with the cost of travel to local sports competitions.

The allocation of the fund is based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre.

WDC administers one Sport NZ Rural Travel Fund per year. This falls in October each year. The Sport NZ Rural Travel Fund Assessment Committee consists of two Council staff, two Councillors, one Police representative and a Sports Waikato representative. Every funding round has approximately \$9,500 available for allocation.

### **15.3 DC Tynan Grant**

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.

The funds of the Trust are held and administered by Forgeson Law and WDC provides the complete administrative support associated with the funding application process.

The income from the Trusts capital investment is available for distribution. Distribution occurs in July/August each financial year.