



Community Development Fund Policy

September 2011

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1.0 Requirements

- 1.1 The Local Government Act 2002 (Part 2: subpart 1: (10) (b)) states that the purpose of local government is to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future.

2.0 Introduction

- 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 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.
- 2.3 The area served by this policy is that of the Waitomo District.
- 2.4 This policy will identify all areas of funding support and input that Council provides to the community.
- 2.5 The budgets for all Waitomo District Council Grant funds are considered during the Long Term Plan and Annual Plan processes.
- 2.6 Budgets for two of the special grants administered by Waitomo District Council (SPARC Rural Travel and Creative Communities Scheme) are set and provided by Central Government. The budget for the DC Tynan Fund is set by the DC Tynan Trust.

3.0 Objectives

- 3.1 The aspects of well-being (social, economic, environmental, cultural) are all interconnected; outcomes in one area affect outcomes in another, and have implications for well-being overall. By making funding and in-kind support available to community organisations Council assists the community in achieving positive outcomes.
- 3.2 The objective of the Community Development Fund Policy is to ensure it is aligned to the 4 well-beings identified in Waitomo District Council's Long Term Plan.

4.0 Community Outcomes

- 4.1 The Community Development Fund (CDF) aims to ensure that projects undertaken make a positive contribution to achieving the Strategic Community Outcomes as identified by Waitomo District Council/
- 4.2 The following is a list of Community Outcomes that contribute to the Community Development Activity.

Community Outcomes	
CO1	Cultural Heritage 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.
CO2	Recreation and Social Amenities A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District

Community Outcomes	
CO3	<p>Youth</p> <ol style="list-style-type: none"> 1. A place where young people have access to education, training and work opportunities 2. A place where young people feel valued and have opportunities for input into the district
CO4	<p>A Vibrant and Prosperous District</p> <ol style="list-style-type: none"> 1. A place that attracts more people who want to live, work and play, and raise a family 2. A place where wealth and employment are created through local businesses and development of tourism opportunities

5.0 Commencement of Policy

5.1 This policy is in effect from October 2011, and supersedes any previous grant policies.

6.0 Grant Descriptions

6.1 Introduction

Waitomo District Council is committed to annually allocating funds and resources to support community initiatives.

The grants detailed below collectively make up the CDF. These grants are managed in accordance with their respective section of this policy through Council's Community Development Activity.

6.2 Discretionary Grants

The focus of the Discretionary Grants Fund (DGF) is in 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.

6.3 Triennial Grants

The focus of the Triennial Grants Fund, previously named Annual Grants Fund (AGF) is in providing support to 'not for profit' organisations whose work can be shown to support the social and cultural well-being goals of the Waitomo District. The value of each of these grants will be determined on a case by case basis and

Council's commitment to providing a Triennial Grants Fund is for the duration of the Long Term Plan.

The Triennial Grants are allocated for a period of three years.

6.4 Provision of Services Grant

Provision of Services Grants (POS) are in place to provide funding to 'not for profit' organisations who undertake to provide services that compliment Council'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 budget for the Provision of Service Grants funding round is established every three years as part of the Long Term Plan process. The annual grants to organisations are allocated for a period of 3 years.

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".

6.5 Community Partnership Fund

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

The fund aims to “help our community help itself” by offering access to funding and in kind support to groups working on 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 WDC as Community Outcomes.

The budget for the Community Partnership Fund is established annually as part of the Annual Plan process. The value of each of these grants will be determined on a case by case basis.

6.6 Community Halls Grants

Community Halls (CH) Grants provide funding to assist with the maintenance of Council owned Community Halls.

A budget is established for the Community Halls Grants every three years as part of the Long Term Plan process. The grants should be for the duration of the Asset Management Plan known as Housing and Other Assets, and the Long Term Plan.

6.7 Special Grants

There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the SPARC Rural Travel Fund. Funding for both of these funds is provided by central government and each is administered by WDC in alignment with their own specific criteria.

WDC also administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan 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 funds of the Trust are administered by Forgeson Law and the Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

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

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.

These categories assist Council in understanding the impact of its grant making and to track trends in priorities and allocations over time.

1. Culture and Recreation
 - Culture and Arts
 - Sports
 - Other Recreational and Social Clubs
2. Education and Research
3. Health
4. Social Services and Emergency Relief
5. Environmental and Animal Protection
6. Development and Housing
7. Civic and Advocacy Groups
8. Philanthropic Organisations, Aid and Relief
9. International Organisations, Aid and Relief
10. Religious Congregations and Associations
11. Business and Professional Associations
12. Not elsewhere classified

7.3 Community Categories

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.

Organisations are to select from the following list of community types:

- Urban
- Rural
- All of District

8.0 Communication

8.1 Waitomo District Council understands the importance of a well-informed community and acknowledges that it is essential to inform the community on the opportunities for council support available via the CDF.

8.2 To ensure that our community is well informed, key community stakeholders will be advised annually on funding and support opportunities available from Waitomo District Council.

8.3 This correspondence aims to raise awareness of the individual grants within the CDF, to notify of any upcoming consultation and to remind stakeholders of any relevant accountability requirements.

8.4 Each funding round will also be advertised in the Waitomo News, on Council's website and within Waitomo District Library.

8.5 Identification of Key Stakeholders

The commencement of this policy, stakeholders will be identified as those groups currently receiving grants from Waitomo District Council. Moving forward, each new grant applicant will be added to the stakeholder communication list.

9.0 Discretionary Grants Policy

9.1 Scope

The focus of the Discretionary Grants 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 4 of the CDF 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 Council.

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

9.2 Review of Scope

A review of the scope of the DGF will be undertaken once every three years as part of the review of the CDF Policy, as a precursor to the Long Term Plan development process.

9.3 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 Council's Customer Services Team.

The general timetable for Discretionary Grants 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.

9.4 Out of Funding Round Applications

Out of funding round applications, those received outside of the above timetable, will not be considered.

9.5 Group Eligibility

The DGF does not support funding applications submitted by individuals. Organisations and groups eligible for grants from the DGF must operate within the Waitomo District, be able to present annually reviewed or audited financial statements and reports, and must be:

- An Incorporated Society
- 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

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 DGF does not fund For-Profit Groups.

- **Exceptions**

The CEO and Mayor of the Waitomo District Council may, in exceptional circumstances, and on a case by case basis, consider funding applications from organisations who do not meet the eligibility above if:

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

9.6 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

9.7 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

9.8 Applications

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.

9.9 Assessment of Applications

All applications are checked for completeness. Applications are not considered unless the following information is provided:

- A completed Application Form
- Evidence of sound financial management including a financial statement/ report and a copy of the applying groups most recent bank statement
- Printed bank deposit slip
- Details of an Independent Referee

The above information is required to enable Waitomo District Council to adequately assess and evaluate the merits of the organisation or group, and the proposed project or initiative.

All complete applications will be assessed by the CEO and Mayor with administration assistance from the Community Services Team.

9.10 Incomplete Applications

All incomplete applications are returned to the submitting group/organisation and are not considered for funding during the funding round.

9.11 Late Applications

Any applications received after the closing date for the funding round will not be accepted. They will be returned to the group with an explanatory letter.

9.12 Level of Financial Reserves

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.

9.13 Accountability

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

9.14 Report

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

Accountability forms are available online at www.waitomo.govt.nz or by contacting Waitomo District Council.

9.15 Grant Misuse

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

Using a past grant for any purpose other than that approved by Waitomo District Council will mean that any future applications would, at the discretion of the CEO, be declined.

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

10.0 Triennial Grants Policy

10.1 Scope

The Triennial Grants Fund, previously named the Annual Grants Fund (TGF) 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.

10.2 Review of Scope

A review of the scope of TGF will be undertaken once every three years as part of the review of the CDF Policy, as a precursor to the Long Term Plan development process.

10.3 Timetable for the Triennial Grants Funding Round

Triennial Grants (TGF) are allocated as part of Council'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 are advertised and received as part of the Long Term Plan process. The next Long Term Plan review is due in 2012.

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

Action	Date
Application round advertised	01 October 2011 – 31 January 2012
Applications close	31 January 2012
Applications assessed for inclusion in the LTP	February 2012
Final adoption of the LTP	June 2012
Announcement to successful recipients	July 2012

10.4 Out of Funding Round Applications

Out of funding round applications, those received outside of the above timetable, will not be considered.

10.5 Group Eligibility

The TGF does not support funding applications submitted by individuals. Organisations and groups eligible for grants from the TGF must operate within the Waitomo District, be able to present annually reviewed or audited financial statements and reports, and must be:

- An Incorporated Society
- 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

The following organisations and groups are subject to additional conditions:

- **Education Based Groups**

The TGF 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.

- **Exceptions**

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

- There is evidence of significant volunteer labour and fundraising by the organisation
- The organisation and their work is of significant District wide benefit

10.6 Ineligible Organisations

The TGF does not fund For-Profit Groups.

10.7 Applications

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 organisation and the work they undertake within the community.

10.8 Assessment of Applications

All applications are checked for completeness. Applications are not considered unless the following information is provided:

- A completed Application Form detailing how the organisation will make a positive contribution to the achievement of Waitomo District Council's Community Outcomes
- Evidence of sound financial management including a financial statement/ report and a copy of the applying groups most recent bank statement
- Printed bank deposit slip
- The applying groups most recent Annual Report
- Details of an Independent Referee
- Two letters of support for the organisation

The above information is required to enable Council to adequately assess and evaluate the merits of the organisation or group, and the proposed project or initiative.

10.9 Incomplete Applications

All incomplete applications are returned to the submitting group/ organisation and are not considered for funding.

10.10 Late Applications

Any applications received after the closing date will not be accepted. They will be returned to the group with an explanatory letter.

10.11 Level of Financial Reserves

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, Council may not approve a grant to the organisation or group.

10.12 Accountability

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

10.13 Report

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.

Accountability forms are available online at www.waitomo.govt.nz or by contacting Waitomo District Council.

10.14 Grant Misuse

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

Using a past grant for any purpose other than that approved by Council will mean that any future applications would, at the discretion of Council, be declined. Council reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is identified.

10.15 Conflicts of Interest

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 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.

11.0 Provision of Services Grant Policy

11.1 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 Council'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".

11.2 Review of Scope

A review of the scope of POS Grants will be undertaken once every three years as part of the review of the CDF Policy, as a precursor to the Long Term Plan development process.

11.3 Timetable for Provision of Services Funding Round

POS grants are allocated as part of Council'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 Councillors during submission deliberations. The next Long Term Community Plan review is due in 2012.

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 2011 – January 2012
Applications assessed for inclusion in the LTP	February 2012
Final adoption of the LTP	June 2012
Announcement to recipients	July 2012
Payment of annual allocations	As per agreed Terms and Conditions

11.4 Out of Funding Round Applications

Out of funding round applications, those received outside of the above timetable, will not be considered.

11.5 Group Eligibility

POS grants do not support funding applications submitted by individuals. Organisations and groups eligible for POS must operate within the Waitomo District, be able to present annually reviewed or audited financial statements and reports, and must be:

- An Incorporated Society
- 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

The following organisations and groups are subject to additional conditions:

- **Education Based Groups**

The POS Fund 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.

- **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:

- The organisation and their work is of significant District wide benefit.

11.6 Ineligible Organisations

For-Profit Groups are not eligible for POS grants.

11.7 Applications

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 organisation and the work they undertake within the community.

11.8 Assessment of Applications

All applications are checked for completeness. Applications are not considered unless the following information is provided:

- A completed Application Form detailing how the organisation will make a positive contribution to the achievement of Waitomo District Council Community Outcomes.
- Evidence of sound financial management including a financial statement/ report and a copy of the applying groups most recent bank statement
- A 3/5 year strategic plan, and or, an annual action plan
- Printed bank deposit slip
- The applying groups most recent Annual Report
- Details of an Independent Referee
- Two letters of support for the organisation

The above information is required to enable the Council to adequately assess and evaluate the merits of the organisation or group, and the proposed project or initiative.

11.9 Incomplete Applications

All incomplete applications are returned to the submitting group/ organisation and are not considered for funding.

11.10 Late Applications

Any applications received after the closing date for the funding round will not be accepted. They will be returned to the group with an explanatory letter.

11.11 Level of Financial Reserves

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, Council may not approve a grant to the organisation or group.

11.12 Accountability

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.

11.13 Grant Misuse

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

Using a past grant for any purpose other than that approved by Council will mean that any future applications would, at the discretion of Council, be declined.

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

11.14 Conflicts of Interest

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 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.

12.0 Community Partnership Fund

12.1 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 12.2 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.

Waitomo District Council 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 Council’s Annual Plan development process. Therefore, the level of funding available for allocation may vary from year to year. Waitomo District Council 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 (Council).

12.2 Funding Priorities

The following Community Outcomes have been identified as of the highest priority for Community Partnership funding, contributing to community well-being and the achievement of positive Community Outcomes.

Community Outcomes	Description	Priority
CO4	A Vibrant and Prosperous District 1. A place that attracts more people who want to live, work and play, and raise a family 2. A place where wealth and employment are created through local businesses and development of tourism opportunities	1
CO3	Youth 1. A place where young people have access to education, training and work opportunities 2. A place where young people feel valued and have opportunities for input into the district	2
CO1	Cultural Heritage 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.	3
CO2	Recreation and Social Amenities A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District	4

12.3 Review of Funding Priorities

A review of the identified funding priorities will be undertaken once every three years as part of the review of the CDF Policy, as a precursor to the Long Term Plan development process.

12.4 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 Council'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.

12.5 Out of Funding Round Applications

Out of funding round applications, those received outside of the above timetable, will not be considered.

12.6 Group Eligibility

The CPF does not support funding applications submitted by individuals. Organisations and groups eligible for grants from the CPF must operate within the Waitomo District, be able to present annually reviewed or audited financial statements and reports, and must be:

- An Incorporated Society
- 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

The following organisations and groups are subject to additional conditions:

- **Education Based Groups**

The CPF 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 CPF 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 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

12.7 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

12.8 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.

12.9 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.

12.10 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.

12.11 Applications

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.

All applications require the submission of a business plan. A greater level of detail and project justification is expected for applications that request funding in excess of \$10,000.

12.12 Assessment of Applications

All applications are checked for completeness. Applications are not considered unless the following information is provided:

- A completed Application Form
- A detailed Business Plan, outlining how the project meets CPF funding priorities and will make a positive contribution to the achievement of WDC's Community Outcomes.
- Evidence of sound financial management including a financial statement/ report and a copy of the applying groups most recent bank statement
- Printed bank deposit slip
- The applying groups most recent Annual Report
- Details of an Independent Referee
- Two letters of support for the project

The above information is required to enable the Council to adequately assess and evaluate the merits of the organisation or group, and the proposed project or initiative.

12.13 Incomplete Applications

All incomplete applications are returned to the submitting group/ organisation and are not considered for funding during the annual round.

12.14 Late Applications

Any applications received after the closing date for the funding round will not be accepted. They will be returned to the group with an explanatory letter.

12.15 Level of Financial Reserves

WDC 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, Council may not approve a grant to the organisation or group.

12.16 Accountability

Waitomo District Council 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.

12.17 Grant Misuse

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

Using a past grant for any purpose other than that approved by Council will mean that any future applications would, at the discretion of Council, be declined.

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

12.18 Conflicts of Interest

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 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.

12.19 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

12.0 Community Hall Grants Policy

12.1 Scope

Council supports the 12 Community Halls in its district by way of a total grant funding pool of \$12,000. The overall management and long term provision of the Community Halls is identified in the Housing and Other Assets – Asset Management Plan 2008.

The funding pool is distributed annually to the 12 halls in the community, with each hall receiving \$1,000.

The application process and monitoring is managed and supported by the Community Services Team.

13.0 Special Grants Policy

13.1 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.

Council administers two Creative Community funding rounds per year. They fall in May and October of each year. The Creative Communities Assessment Committee consists of two Councillors, one Iwi representative and three community representatives. As at 2011, \$10,674 (gst excl) is available for allocation each year.

13.2 SPARC Rural Travel Fund

SPARC 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.

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

13.3 D C 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 the Council 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.