



Community Development Fund Policy

Created	August 2009
Reviewed Policy Adopted	29 May 2018
Next Review Date	August 2021
Policy Effective	1 July 2018

Contents

1.0	Introduction	1
2.0	Policy Objective	1
3.0	Community Outcomes	1
4.0	Grants	2
5.0	Eligibility for Community Development Funding	2
6.0	Applications to the Community Development Fund	3
7.0	Applicant Categorisation	3
8.0	Grant Misuse	4
9.0	Conflicts of Interest	4
10.0	Discretionary Grant	5
10.1	Scope	5
10.2	Timetable for the Annual Funding Round	5
10.3	Supported Projects	5
10.4	Ineligible Projects	5
10.5	Conditions of Funding	6
11.0	Triennial Grant	7
11.1	Scope	7
11.2	Timetable for the Triennial Grant Funding Round	7
11.3	Conditions of Funding	7
12.0	Provision of Services Grant	8
12.1	Scope	8
12.2	Timetable for Provision of Services Funding Round	8
12.3	Assessment Criteria	8
12.4	Conditions of Funding	9
13.0	Community Partnership Fund	10
13.1	Scope	10
13.2	Timetable for the Annual Funding Round	10
13.3	Ineligible Projects	11
13.4	Assessment Criteria	11
13.5	Organisational Costs	11
13.6	Capital Projects	11
13.7	Conditions of Funding	11
13.8	Exceptions	11
14.0	Community Halls Grant	12
15.0	Special Grants	12
15.1	Creative Communities New Zealand	12
15.2	Sport NZ – Rural Travel Fund	12
15.3	DC Tynan Grant	12

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 Waitomo District Council (WDC) also seeks to facilitate and support strong and sustainable partnerships and to seek co-funding arrangements to support improved social outcomes of our community. This in turn supports WDC's Safe Communities framework.
- 1.3 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 resilience of local communities. This supports Councils vision statement - 'Creating a better future with vibrant communities and thriving business'.
- 1.4 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.
- 1.5 This Policy will align with WDC's Long Term Plan 2018-2028.

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 and funding partners who provide projects, activities, services and facilities that benefit communities within the Waitomo District.
- 2.2 The policy provides a guide as to how funding can be obtained from WDC and assists Elected Members and WDC staff with guidance when making decisions and recommendations about funding applications.
- 2.3 The policy ensures the distribution of funding:
 - occurs in a consistent, efficient, effective manner; and
 - is transparent, fair and accountable.

3.0 Community Outcomes

- 3.1 A safe community is one in which all sectors of the community work together to increase safety measures. This includes forming partnerships, managing risks, educating, promotions and information sharing.
- 3.2 The Community Development Fund (CDF) aims to ensure that projects undertaken make a positive contribution to achieving WDC's strategic community outcomes.
- 3.3 The following community outcomes contribute to the Community Development Activity:

<i>Vibrant Communities</i>	
1.	A place where the multicultural values of all its people and, in particular, Māori heritage and culture is recognised and valued.
2.	A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
3.	A place where young people have access to education, training and work opportunities.
4.	A place where young people feel valued and have opportunities for input into the decisions for the District.

<i>Thriving Business</i>	
6.	A place that attracts more people who want to live, work and play, and raise a family.
7.	A place where wealth and employment are created through local businesses and tourism opportunities and facilities are developed, facilitated and encouraged.
<i>Effective Leadership</i>	
8.	A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

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.

5.2 Organisations, groups and community partners eligible for grants from the CDF must demonstrate within their application how their organisation or initiative makes significant contribution to the wellbeing of the Waitomo District community as outlined in WDC's Community Outcomes. They must be able to present annually reviewed or audited financial statements and reports and 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 Company registered with the New Zealand Companies Office, fully owned by one of the above and operating for charitable purposes

5.3 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.

5.4 Exceptions

5.5 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
- The project or activity supports WDC's Safe Communities framework

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

5.6 Level of Financial Reserves

5.7 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, WDC 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 not be considered for funding.

6.4 Late applications received after the closing date will not be considered for funding.

6.5 Out of funding round applications, those received outside of the specified timetable, will not be considered for funding unless exceptional circumstances apply (refer clause 5.3).

7.0 Applicant Categorisation

7.1 Organisational Categories

7.2 Organisations and groups applying for funding via the CDF are required to provide details about the area their organisation supports. This assists WDC in understanding the impact of its grant making and to track trends in priorities and allocations over time.

7.3 The following categories are linked to the Safe Communities framework:

- Culture, Sport and Recreation
- Education and Employment
- Home and Safety
- Public Health
- Drug and Alcohol Harm Reduction
- Transport and Roads
- Urban Safety
- Workplace Safety
- Positive Early Intervention
- Crime Prevention
- Violence Prevention
- Fire and Civil Defence
- Environment (Built and Natural)
- Not elsewhere classified

7.4 Community Categories

7.5 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. This assists WDC in understanding the impact of its grant making and to track trends in priorities and allocations over time.

7.6 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 WDC will mean that any future applications could be declined.

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

9.0 Conflicts of Interest

9.1 Elected members of the WDC 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.

Council, as part of the Long Term Plan Process determines the total value of the DGF fund.

10.2 Timetable for the Annual Funding Round

The DGF is advertised and administered via four rounds per annum. The DGF is advertised in the Waitomo News, Social Media and the WDC website. Information about the fund and application process is available on WDC's website or by contacting WDC's Customer Services Team.

The general timetable for the Discretionary Grant Fund is as follows:

Advertising	Applications Open	Applications Close	Announcements and Funding Allocation
August	1 August	1 September	September/October
November	1 November	1 December	December/January
February	1 February	1 March	March/April
May	1 May	1 June	June

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
- Groups and organisations are eligible to submit one funding application each year. No additional applications will be considered
- Where the applicant has received funding within the financial year via the Provision of Service Grant, Triennial Grant or Community Partnership Fund

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

11.0 Triennial Grant

11.1 Scope

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

Council, as part of the Long Term Plan Process determines the total value of the TGF fund.

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 WDC's community outcomes.

The dollar value of each grant will be determined on a case by case basis and will not exceed \$10,000 per annum.

11.2 Timetable for the Triennial Grant Funding Round

Triennial Grants (TGF) are allocated to align with WDC's Long Term Plan calendar. 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. The TGF is advertised in the Waitomo News, Social Media and WDC's website.

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

Advertising	Applications Open	Applications Close	Applications considered	Announcements and Funding Allocation
June	1 June	1 July	July	August

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.

An Accountability Report is required to be submitted by TG recipients annually in July/August each year. Allocation of grant funding (years 2 and 3) will be paid following receipt of the Accountability Report. Organisations and groups are required to report on:

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

Provision of Services (POS) grants are in place to provide funding to not for profit organisations who undertake to provide services or facilities that complement WDC's Long Term Plan objectives.

These organisations offer services or facilities that make a significant contribution to the achievement of WDC's community outcomes and improve well-being within the District.

Council, as part of the Long Term Plan process determines the total value of the POS Grant fund.

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

The POS grants are generally allocated for a period of 3 years.

12.2 Timetable for Provision of Services Funding Round

Key identified groups will be invited to make application for grant funding in July following adoption of the Long Term Plan. Applications will be considered on a case-by-case basis by elected members at a designated Council meeting.

Funding is distributed to recipients once per annum as per terms and conditions agreed between the parties.

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

Call for Applications	Applications Close	Applications considered	Announcements and Funding Allocation
1 July	1 August	August	September

12.3 Assessment Criteria

The level of funding allocated is at the discretion of Council and decisions will be based on the criteria below. Applications for funding must demonstrate the following:

Compliance

- Organisation/Group must be a legal entity
- Comply with legislative requirements

Capacity

- Be able to identify how the work they undertake assists in the achievement of Waitomo District Council's community outcomes
- A well established and positive relationship with Council
- Have a proven record of accomplishment in their area of service provision
- Previous history of service delivery
- Whether there are key relationships with other organisation to improve service delivery
- Whether the organisation is effectively established

Viability

- The organisation has a solid foundation, any forward planning

Impact

- The application has a demonstrable benefit to the community. There must be an evidential link between the proposed activity and Council's Community Outcomes.

Sustainability of Funding

- Evidence of financial status
- Financial planning beyond Council funding

12.4 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. This could be audited annual accounts or copies of their cashbook for the relevant financial period, or any other method of sound financial reporting.
- Where grant funding exceeds \$25,000 per annum, submit six monthly progress reports to Council identifying the deliverables agreed to at the start of each year.
- Where grant funding is less than \$25,000 per annum one annual report will be provided to Council identifying the deliverables agreed to at the start of each 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

WDC seeks to facilitate and support strong and sustainable partnerships and to seek co-funding arrangements to support improved social outcomes of our community. This in turn supports WDC's Safe Communities framework.

The Community Partnership Fund (CPF) fund aims to "help our community help itself" by offering access to seed funding and in kind support to groups and organisations in developing new community initiatives.

Grant applications should be made for:

- Group's applying for financial assistance for projects that align with or support Waitomo District Council's Community Outcomes.
- Group's applying for financial assistance for projects or initiatives that align with or support the Waitomo District Council Safe Communities framework.
- Evidence is provided detailing how their project can make a positive impact on community well-being.
- 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.

Of particular interest for Council is those projects and initiatives that have strong links to the Safe Communities framework which could include but are not limited to:

- Violence Prevention
- Education and Employment
- Home and Safety
- Crime Prevention
- Drug and Alcohol Harm Reduction

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

Council, as part of the Long Term Plan process determines the total value of the Community Partnership Grant fund.

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 WDC.

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 in the Waitomo News, Social Media and the WDC Website. Information about the fund and application process is available on WDC'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	September	October	November
Round 2	February	March	April

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 Assessment Criteria

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
- Alignment to the Waitomo District Council Safe Communities framework
- The group/ organisations proven history of accomplishment in projects and/or a sound evidence based project plan

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

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.

Hall grants will be paid in August of each year.

Community Halls that receive funding are:

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

14.2 Conditions of Funding

An Accountability Report is required to be submitted annually by May of the following year. Hall Committees/Trusts are required to report on expenditure of the grant.

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.