

# **Waitomo District Council**

## **Community and Partnerships Fund Policy**

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<b>First Adopted:</b>	August 2009
<b>Review History:</b>	August 2014, May 2018, September 2020, August 2023, April 2024
<b>Date of Next Review:</b>	August 2026
<b>Responsibility:</b>	General Manager - Community Services
<b>Adopted by:</b>	Council

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## INTRODUCTION | KUPU ARATAKI

Waitomo District Council (WDC) facilitates strong and sustainable partnerships to support improved outcomes for our community.

The Community and Partnerships Fund Policy (the Policy) sets out the funding allocation process for assistance provided through grants to community organisations.

This Policy does not apply to rates remissions, lease grant, or any other type of assistance provided by WDC.

## PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Policy is to provide for fair and equitable distribution of WDC funding to assist organisations who deliver services that benefit communities within the Waitomo District. It ensures funding is distributed in a consistent, efficient, and effective manner which is transparent, fair, and accountable.
2. The scope of this Policy is to outline the Community and Partnerships Funds which WDC administers and the eligibility criteria for each. The Policy determines the process by which these funds are distributed.
3. This Policy is applicable to the following grants:
  - a) Multi-Year Community Partnership Grant
  - b) Community Halls Grants
  - c) Special Grants

## DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

<b>Community Organisations</b>	A not-for-profit that has the primary objective to provide programmes, services or activities that benefit any or all of the social, cultural, economic, and environmental wellbeing of communities in the Waitomo District. A community organisation must also be a legal entity as defined below.
<b>Contestable Fund</b>	Applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates. Any eligible organisation has an equal opportunity to be considered for a grant. Clearly defined processes will be applied to all applications. Final allocation decisions are made in a public forum.
<b>Council</b>	Shall mean the elected members that form the governing body (Council) of the District Council.
<b>Financial Reserves</b>	These are cash reserves held by an organisation which are not tagged for any specific expense.
<b>Legal Entity</b>	A legal entity is an organisation that has its own legal identity separate from its members. Legal entity status includes incorporated societies, trusts registered under the Charitable Trusts Act 1957, companies with charitable purposes, school boards of trustees, and Māori trust boards.
<b>Long Term Plan</b>	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
<b>Umbrella Organisation</b>	An umbrella group is usually a larger, incorporated organisation which can provide resources and backing to smaller groups that work in a similar area or share similar goals.

**Waitomo District Council (WDC)**

Shall mean the organisation established to administer Council affairs, conduct operations, and bring effect to Council's policies and strategies.

**WDC's Community Outcomes**

WDC's community outcomes are determined by the Council as part of the Long Term Planning process. These outcomes form the Council's vision and priorities over the next ten years.

## **POLICY | KAUPAPA HERE**

### **1. Funding Allocation**

- 1.1 The total funding assistance provided to the community through grants and funding, in accordance with this Policy, is confirmed by the Council at the adoption of the Long Term Plan (LTP).
- 1.2 Funding should be made available to organisations which are making a positive contribution to the Community Outcomes confirmed by Council at the adoption of the LTP:

**A district for all people**

Our district is a great place to live because it is accessible, safe, affordable, and inclusive. We promote health, wellbeing, and participation.

**A prosperous district**

We enable a thriving and sustainable economy to create greater benefits for everyone.

**A district that values culture**

We value the whakapapa of our district, and we promote cultural, creative, and recreational activities where traditions, heritage, and arts are celebrated.

**A district that cares for its environment**

We ensure the wise use and management of all land and resources now and for future generations.

### **2. Decision Making**

- 2.1 The Multi-Year Community Partnership Grant will be awarded through a contestable process. This process is the best process to enable decision-makers to compare the relative merits of the funding applications they receive and to allocate grants from the funding pools as fairly as possible.
- 2.2 In this context contestable means that:
  - a) Applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates.
  - b) Any eligible organisation has an equal opportunity to be considered for a grant.
  - c) Clearly defined processes will be applied to all applications.
  - d) Final allocation decisions are made in a public forum.

### **3. Eligibility Criteria**

- 3.1 WDC grants are available for application by community organisations who align with, or contribute to, WDC's Community Outcomes.
- 3.2 **Legal Structure**
- 3.3 Groups with no formal legal structure may apply for grants via nominating an 'umbrella' non-profit incorporated organisation which has agreed to receive and administer the grant on their behalf. The umbrella organisation would be legally accountable to WDC for the expenditure of the grant.
- 3.4 **Financial Reserves**

3.5 It is acknowledged 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 expenses with funding not tagged for specific projects, Council might not approve a grant to the organisation or group.

3.6 **Ineligible Applicants**

3.7 The below groups are ineligible for any WDC administered grants:

- a) For-profit groups
- b) Individuals
- c) Political organisations
- d) Social clubs
- e) Internal applicants
- f) Other local authorities, government agencies or public sector entities

3.8 WDC grants 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.

**4. Grant Misuse by Recipients**

4.1 Grants are to be spent in accordance with the purpose for which they are allocated.

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

4.3 Using a past grant for any purpose other than that approved, may result in future applications being declined.

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

**5. Application Process**

5.1 All applications:

- a) Must be made via the appropriate WDC Application Form.
- b) Be fully completed with all accompanying information attached.
- c) Must be submitted before the closing date.

5.2 Incomplete or late applications will be deemed ineligible and therefore not considered for funding.

5.3 All applications to the Multi-Year Grant must include the following:

- a) Proof of legal entity (or support from an umbrella organisation).
- b) The applicants latest annual financial accounts, the equivalent of a profit and loss statement and balance sheet.
- c) Verified bank account details for the applicant.

5.4 In addition to the above, any other information required as outlined in the relevant application form.

## SCHEDULE 1 | Multi-Year Community Partnership Grant

### 1. Scope

- 1.1 Waitomo District Council's Multi-Year Community Partnership Grant supports community organisations whose work aligns with Council plans and strategies and contributes to any or all of the social, cultural, economic, and environmental wellbeing of communities in the Waitomo District.
- 1.2 The Multi-Year Community Partnership Grant is for a three-year period.

### 2. Funding Allocation

Indicative Timeline:	Fund Opens: 1 July Fund Closes: 1 August
Applicants advised:	Applicants will be advised in September or October.

- 2.1 Applications for the Multi-Year Community Partnership Grant are assessed by the Council.

### 3. Funding Priorities

- 3.1 Operational costs relating to services or facilities that complement WDC's Long Term Plan objectives.
- 3.2 The following costs will not be considered for funding:
  - a) Capital projects.
  - b) Loan/debt repayment.

### 4. Requirements

- 4.1 Applicants will need to demonstrate within the application process how they will:
  - a) Strengthen participation across diverse communities.
  - b) Build the capability of communities to become sustainable.
  - c) Work collaboratively across the community sectors.
- 4.2 Applicants must have a proven record of accomplishment in their area of service and a previous history of service delivery.
- 4.3 Applicants must be financially sustainable and be able to demonstrate a history of working collaboratively with other organisations.
- 4.4 A Grant Agreement between WDC and the successful applicant will be in place. Conditions of the grant will be outlined in the Agreement.

## **SCHEDULE 2 | Community Halls Grant**

### **1. Scope**

1.1 Council currently supports 12 community halls within the Waitomo District by way of an annual grant. Hall grants are paid in August of each year and are non-contestable.

1.2 Community Halls that receive funding are:

- a) Aria
- b) Awakino
- c) Benneydale
- d) Kinohaku
- e) Mahoenui
- f) Mairoa
- g) Marokopa
- h) Mōkau
- i) Mokauiti
- j) Mapiu
- k) Waitanguru
- l) Rangitoto

### **2. Requirements**

2.1 An accountability report is required to be submitted annually by June of the following year. Hall Committees/Trusts are required to report on expenditure of the grant.



## **SCHEDULE 3 | Special Grants**

The following grants are administered by WDC on behalf of external organisations.

### **1. Creative Communities Scheme**

- 1.1 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 Scheme Assessment Committee for funds based on the criteria supplied by Creative Communities NZ. The fund's objective is to support arts and cultural activities that encourage participation in a wide range of arts activities.
- 1.2 WDC administers two Creative Community Scheme funding rounds per year. They fall in May and November of each year. The Creative Communities Scheme Assessment Committee consists of two Councillors, one iwi representative and up to 8 eight community representatives. WDC provides administrative support.

### **2. Sport NZ – Rural Travel Fund**

- 2.1 Sport NZ provides a grant to Council.
- 2.2 The Fund's objective is to assist youth within the District who live in a rural area with the cost of travel to local sports competitions.
- 2.3 The allocation of the Fund is based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre.
- 2.4 WDC administers one Sport NZ Rural Travel Fund per year. This falls in October each year. Applications to the Sport NZ Rural Travel Fund are determined by an Assessment Committee, which comprises of two Councillors, a community representative, and a representative from Sport Waikato. WDC provides administrative support.

### **3. DC Tynan Grant**

- 3.1 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.
- 3.2 The funds of the Trust are held and administered by Forgeson Law and WDC provides the administrative support associated with the funding application process. Applications are considered by the DC Tynan Trust Committee.
- 3.3 The income from the Trusts capital investment is available for distribution. Distribution occurs in July/August each financial year.