

Policy # 3209 - Community Funds

Date Issued: 26 June 2009

Date Effective: 1 July 2009

1 BACKGROUND

In order to promote, maintain, improve, develop or undertake recreational and community amenities, facilities, programmes and services in the district, other than those normally considered in Council's annual or long term planning process, Council has adopted a Community Funds Policy as follows in Section 3. These funds are allocated by each Community Board during the year, by way of a funding rounds as part of the Boards' normal meetings.

2 GOAL

The promotion and development of community amenities, facilities, programmes and services within the district.

3 POLICY STATEMENTS

3.1 Funding

1. As part of Council's Annual Plan/Long Term Council Community Plan process Council will determine the level of the Community Fund for the following financial year.
2. Council does not have the resources to meet all the needs and expectations of our non-profit and voluntary organisations. Funding applicants will be encouraged to pursue alternative options within the funding sector to achieve the best result for the wellbeing of the community in terms of their activity. Council can assist by providing advisory help, support and introduction to other funders.
3. Community Boards will allocate the community funds in a manner consistent with the Community Funds policy.
4. Priority will be given to applications with a focus on infrastructure and events/programmes delivered on behalf of communities and which fulfil demonstrated community needs and/or contribute to Council's vision and strategic priorities as articulated in the current Annual Plan or Long Term Council Community Plan.
5. Allocations which have not been uplifted within a three-month period shall expire and be returned to the fund upon resolution, unless the Board receives advice for good reason to extend the expiry period.
6. Where an allocation is not uplifted in full, the residue shall expire and be returned to the Board's Community Fund, unless the Board receives advice for good reason to extend the expiry period.
7. Funding will not be granted to applicants outside the Community Board area unless there is evidence of direct local benefit.

8. Where an application concerns an activity or project that Council also delivers, advice from staff must be provided to the Board.
9. Applicants must indicate at least a 50% contribution (in financial value) towards the total costs stated in the application. This may include voluntary labour and/or funding received from other sources.
10. Applicants must demonstrate that they have the appropriate capability and capacity to deliver to the level as agreed and that they are willing to consider collaboration and partnering where appropriate.
11. Applicants wishing to undertake projects on Council-owned properties must comply with:
 - Policy #5103 – Volunteers and the Health & Safety in Employment Act 1992
 - Policy #2104a - Procurement Policy & Procedures for Community Projects

3.2 Activities not eligible for funding

1. Council staff will review applications for completeness and compliance with policy. Incomplete or non-complying applications will not be referred to the relevant Community Board and will be returned to the applicant.
2. Conference attendance
3. Applications for retrospective funding
4. Applications of a commercial nature or purpose unless it can be effectively demonstrated that associated profits will be of direct benefit to the community.
5. Funding for projects on private property, unless it can be effectively demonstrated that such projects will be of direct benefit to the community.
6. Funding for applicants who have failed, without reasonable justification, to complete a Project Report Form (as required by section 3.5 (2) of this policy) in relation to previous grants.

3.3 Applications

1. Applications for Community Funds can be for a grant, a guarantee against loss (where an applicant holding an event requests assistance to guard against a possible shortfall in income) or a loan.
2. At the Board's discretion, a grant for an applicant who is not registered for GST may include the cost of the GST component identified in a written quote in respect of the activity that funding is applied for.
3. Applications are required to be made on the official application form and be accompanied by supporting financial information for the applicant.
4. Applications must include full disclosure of funding received for the proposal from other sources.
5. Applications in excess of \$ 3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion.
6. Applications must be received 10 working days prior to the Community Board meeting where the application will be considered.

3.4 Determination of Applications

Funding is to be provided for initiatives that promote, maintain or improve, develop, or undertake recreational and community amenities, facilities, programmes and services. Community Boards will favour proposals that:

- Are likely to succeed;
- Have a high degree of local input;
- Have a high degree of local benefit;
- Are able to be monitored by the Board
- Are an event or programme that will benefit the community generally (i.e. as opposed to smaller interest groups)
- Will contribute to local community infrastructure or enhance existing community facilities for the general benefit of the community.

In considering applications Community Boards should consider whether the facility, programme or service proposed already exists in the ward area.

3.5 Monitoring

1. All applications may be subject to a random audit.
2. At the completion of a project that received community funding, recipients are required to complete a Project Report Form. These reports are required to be received no later than two months after the completion of the project.
3. Project Reports are considered by Community Boards at their formal meetings.
4. Council staff will prepare an annual report for Council and Boards to review effectiveness of the funding programme. In some cases this may require additional audit information being provided by applicants.

3.6 Community Board Policy

1. Community Boards may, by resolution, set additional guidelines for the allocation of community funds, as long as such guidelines are consistent with existing Council policy.