

# Mayoral Discretionary Fund Policy

Adopted: 14 May 2014  
Reviewed: February 2023

## Background

The Mayoral Discretionary Fund has been established as a response to ongoing requests for financial assistance that are not eligible under existing funding avenues within Council or are of an emergency assistance nature.

## Objective

The objective of this policy is to provide both a mechanism and criteria for distribution of discretionary funds by the mayor for the purpose of supporting Far North organisations or as a response to emergency situations.

## Policies

1. In order to be eligible for consideration for funding, all applications must:
  - come from organisations located in the Far North District Council area
  - not be for recurrent funding
  - not be for private gain or for waiving any Council fees or charges
  - not be eligible for funding from another Council program.
2. All decisions on funding are at the discretion of the Mayor. Consideration of requests is subject to the availability of funds remaining in the Mayoral Discretionary Fund. Applications that meet the eligibility criteria may not necessarily receive funding.
3. The Fund is to be established in the amount of \$20,000 excluding GST. The Fund is to be included as a recurrent item in Council's annual operational budget. All grants are to be reported to Council's Te Miromiro - Assurance, Risk and Finance Committee on a quarterly basis.
4. Letters of Application should be sent to the mayor. Requests for financial assistance must be received in writing and include the following details:
  - name and full contact details of applicant and person/organisation and details of who payment is to be made to if application is successful (including deposit slip)
  - the organisation's incorporation status and GST number where applicable
  - purpose and anticipated benefit to the district of the requested donation
  - amount requested and indication of total funds required for the project/activity as well as any other sources of funding applied for/received
5. If assistance is provided from the Mayoral Discretionary Fund, you will be required to:
  - provide a written receipt for the amount provided
  - acknowledge Council's contribution at your event and/or in your documentation
  - write to the mayor at the conclusion of your event/program indicating the outcome and including relevant photos/press articles