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**COMMUNITY  
GRANT  
POLICY**

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**2018**

**Far North District Council**

*Te Kaunihera o Tai Tokerau ki te Raki*

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New Zealand

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## Introduction

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This policy is an amalgamation of the following policies:

- Community Grant Fund – Local (# 3209)
- Community Facility Partnerships (# 3210)
- Community Assistance Framework (# 3213)
- Community Grant Fund – District (# 3214)

## Background

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Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also creates partnerships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

The three grant types available are the Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnership Grant Fund.

Local Grants are for projects that have a Ward or community focus. The Infrastructure Grant Fund is provided to contribute to capital infrastructure projects. Community Facility Partnerships are for major projects identified as part of Council's Annual or Long Term Planning processes.

As part of the Long Term Plan (LTP) 2018-28, Council allocated additional funding to Community Boards for Place-Making projects and additionally allocated funding for the Infrastructure Grant Fund for funding community infrastructure projects (years 1 to 3 of the LTP) and has allocated the decision making to Combined Community Boards.

## Objectives

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The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

## Section 1 – Local Grant Fund

### Policies

1. The Ward's Community Board will allocate the Local Grant Fund and/or the Place-making Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. Community Boards can determine whether an application should be funded by the Local Grant Fund and/or the Place-making Fund
3. Applications are required for either the Local Grant Fund and/or the Place-making Fund and are to be made on the official [Local Grant Application Form](#) and be accompanied by all information requested on the application form.
4. Incomplete, late, or non-complying applications will not be processed.
5. Priority will be given to community organisations and social enterprises.
6. Applications for projects/events that occur **annually** may request funding for:
  - the current year only; or
  - the remaining years of the triennium.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
11. Priority will be given to proposals which:
  - are consistent with or contribute to Council's Community Outcomes;
  - provide infrastructure or contribute significantly to placemaking;
  - fulfil demonstrated community needs or provide services not already available;
  - have a high degree of local participation and engagement;
  - benefit a significant sector of the community;
  - are likely to succeed;
  - are family-friendly;
  - have applied for funding from sources outside of Council
12. The following are not eligible for funding:
  - conference attendance;
  - political organisations;
  - retroactive funding;
  - wages or salary;

- activities deemed objectionable or that promote unhealthy behaviours;
  - commercial activities, unless of direct benefit to the community;
  - projects outside of the local area, unless of direct benefit to the local community;
  - projects on private property, unless of direct benefit to the community;
  - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);
  - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
13. The Community Board may, by resolution, allocate funding (including the Place-making Fund) directly to key projects identified in their strategic plans or to annual community events in their Ward. Should this create new assets with on-going operational costs, the grant approval is subject to either the Council budget holder or the Board itself agreeing to fund these on-going costs. The maximum amount funded from the Local Community Grant Fund in any financial year shall not exceed \$20,000. Additionally, the Community Board may allocate Place-making Funds up to the full allocation in any financial year.
14. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
15. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
16. The project report must identify:
- a. The organisation to which funding was granted;
  - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
  - c. Council funding received, with receipts or explanatory notes attached;
  - d. The applicant's contribution to the activity;
  - e. Overall outcomes and main benefits of the activity.
17. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
18. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
20. Council staff will prepare an annual report for the Community Board to review the funding programme.

## Section 2 – Infrastructure Grant Fund

### Policies

1. The Council through the combined Community Boards will allocate the Infrastructure Grant Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. The Infrastructure Grant Fund is for one-off projects. One or more projects may be successful each year.
3. Applications are required to be made on the official [Infrastructure Grant Application Form](#) and be accompanied by all information requested on the application form.
4. Applications are to be called for as soon as practicable after 1 September each year.
5. Incomplete, late, or non-complying applications will not be processed.
6. Priority will be given to social and community enterprises that contribute to community wellbeing.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned properties must comply with Council's Policies including Health and Safety Policies and any other requirements as specified in the agreement.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Successful projects will:
  - provide new infrastructure;
  - provide the most direct benefit to the widest part of the identified community
  - provide open access to the identified community
  - fulfil demonstrated community needs or provide services not already available;
  - have a high degree of local participation and engagement;
  - have applied for funding from sources outside of Council
  - be consistent with or contribute to Council's Community Outcomes;
  - be likely to be economically sustainable in the long term; and
  - be family-friendly and, where possible, accessible to the mobility impaired.
11. The following are not eligible for funding:
  - repair or replacement of existing infrastructure
  - operational expenditure
  - retroactive projects
  - wages or salary
  - commercial activities, unless of direct benefit to the community;
  - projects/infrastructure outside of the district
  - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.

12. All recipients of funding are required to enter into an agreement with Council that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. At the completion of a project that has received funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
14. The project report must identify:
  - The organisation to which funding was granted;
  - Description of the project, with photographs attached;
  - Council funding received, with receipts or explanatory notes attached;
  - The applicant's contribution to the project; and
  - Overall outcomes and main benefits of the project.
15. Projects that occur over the period of more than one year must submit a progress report every six months to update Council on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Council staff will prepare a project report to Community Boards for completed projects.
18. Projects that have been funded by the Infrastructure Grant Fund in the past, while not prohibited from applying to the fund again, will automatically rate lower than projects that are new to the fund. Projects funded in the previous funding year will not be eligible.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.



## Section 3 – Community Facilities Partnerships

### Policies

1. As part of Council's Annual Plan/Long Term Plan process, Council will determine the level of the Community Facility and Services Funds for each financial year.
2. Applicants seeking funding are to be referred to the General Manager Corporate Services or Strategic Planning and Policy by 31 October each year for potential inclusion in Council's Long Term Plan/Annual Plan.
3. Applications for funding may be for capital works, operational expenditure, or a combination of both.
4. The applicant must:
  - provide a detailed business plan demonstrating ongoing viability
  - provide budgets and/or annual accounts
  - demonstrate that they have the appropriate capability to deliver to the level as agreed
  - demonstrate that they are willing to consider collaboration and partnering where appropriate.
5. Council staff will review applications for completeness and compliance with the objectives of this policy. Incomplete, late, or non-complying applications will not be considered as part of Council's planning process. The following are ineligible for funding:
  - Conference attendance;
  - Retroactive funding;
  - Activities deemed objectionable or that promote unhealthy behaviours;
  - Projects outside of the Far North District;
  - Political organisations;
  - Commercial applications, unless of direct benefit to the community;
  - Projects on private property, unless of direct benefit to the community;
  - Projects/services normally provided by an agency/organisation outside of Council;
  - Applicants that have failed to successfully submit a Project Report within the last five years.
6. Council will be a partner rather than a primary funder. Funding will be limited to a 50% contribution towards the total costs stated of the project, which may include voluntary labour and/or funding received from other sources. Funding recipients will be encouraged to pursue alternative funding options to achieve the best result for the activity.
7. Applicants will be advised of the outcome of the process in June, after the final plan has been adopted. All payments will take effect from the financial year commencing in the July following submission of the application. The timing of payment of funds will be negotiated by Council and the recipient on a project-by-project basis.
8. At Council's discretion, funding awarded may be for a one off amount, or may cover multiple years.
9. GST is only paid to those organisations that are GST registered.
10. All funding recipients may be subject to an audit. The audit may include finance, level of service, service quality, and inclusiveness of service.
11. Ongoing projects may require interim progress reports on a basis to be agreed in advance with the applicant.

12. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports are required to be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
13. The project report must identify:
  - The organisation to which funding was granted;
  - Description of the activity, including highlights and numbers participating, with any photographs attached;
  - Council funding received, with receipts or explanatory notes attached;
  - The applicant's contribution to the activity;
  - Overall outcomes and main benefits of the activity.