

# Ōtorohanga District Community Grants Fund Guidelines



## 1.0 Introduction and Purpose

- 1.1 The Ōtorohanga District Community Grants Fund (the Fund) is a contestable fund for community groups and organisations.
- 1.2 The Fund provides community assistance for the 'not for profit' sector in order to create a strong social, environmental, economic and cultural base and to meet local needs, contributes to the achievement of Council's Community Outcomes and supports Council's priorities.
- 1.3 The Guidelines set out the funding criteria and allocation process for the Fund.
- 1.4 The Guidelines help ensure the distribution of funding:
  - Is appropriately targeted
  - Occurs in a consistent, efficient and effective manner
  - Is fair and transparent; and
  - Promotes accountability

## 2.0 Policy Considerations

- 2.1 An overarching Grants Policy is currently being developed for all of the grants administered by Council.
- 2.2 This will include, but will not be limited to the Ōtorohanga District Community Grants Fund.
- 2.3 While the existence of a Grants Policy will clarify Council's community funding strategy, these guidelines represent the primary basis on which applications to the Community Grants Fund will be determined.

## 3.0 Definitions

<b>Long Term Plan (LTP)</b>	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
<b>Capital Expenditure</b>	Expenditure that results in the procurement and ownership of an asset, whose purpose or use will provide benefits to the applying organisation for a period greater than one year.
<b>Operating Expenditure</b>	Expenditure that supports the day-to-day operation of a community group/organization.
<b>Community Organisation</b>	A not-for-profit group or organisation that has the primary objective to provide programmes, services, facilities or activities that benefit the social, cultural, economic and environmental wellbeing of communities in the Ōtorohanga District.

## 4.0 What can be funded?

- 4.1 The following costs will be considered for funding:
- Expenditure to support or obtain resources for a project or initiative
  - Capital expenditure for grant requests up to \$5000

## **5.0 What will not be funded?**

- 5.1 The following will not be considered for funding:
- Projects that have been completed
  - Loan / Debt Repayment
  - Wages or Salary
  - Where an organization already has a funding arrangement or service agreement with Council to deliver services
  - Organisations yet to fulfil their funding obligations from a previous funding round

## **6.0 Funding Considerations**

- 6.1 Applications will be considered that:
- Align with and support Council's Vision and Community Outcomes
  - Get the community involved across a diverse range of people
  - Advance collaboration across community sectors

## **7.0 Applicants – Eligible**

7.1 Not-for-profit incorporated organisations (including Charitable Trusts, Trusts, Incorporated Societies) and Maori Trust Boards. These groups are a recognised legal entity and are referred to collectively as 'community organisations'. Most community organisations have a formal legal structure and founding documents (e.g. a constitution).

7.2 Groups with no formal legal structure/status may apply for grants via nominating an 'umbrella' non-profit incorporated community organisation, which has agreed to receive and administer the grant on their behalf. The umbrella organisation would be legally accountable to Council for the expenditure of the grant.

7.3 A maximum of one application per annum, per community organisation will apply.

## **7.4 Applicants - Ineligible**

- For-profit organisations
- Individuals
- Political Organisations
- Social Clubs
- Internal Applicants (such as departments of Council or subcommittee of Council)
- Other local authorities, government agencies or public sector entities
- Organisations with outstanding projects from previous Council funding rounds

## **8.0 Making an Application**

8.1 All applications:

- Must be made via the appropriate Community Grants Application Form
- Must be complete with all necessary information attached
- Must be submitted before the advertised closing date/time

8.2 Incomplete or late applications may be deemed ineligible and therefore may not be considered for funding.

8.3 All applications must include the following:

- Proof of legal entity, governance structure and charter/constitution
- The organisation's latest confirmed annual financial accounts
- Verified bank account details for the applicant organisation
- Information about other support (funding, in-kind, etc) the group has received from other sources generally and other support sought in relation to the application
- Disclosure of any other monies, grants, benefits or assistance the group receives from Council, including but not limited to; rates, water charges, insurances, reduced rental

## **9.0 Level of Financial Reserves**

9.1 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 costs with funding not tagged for special projects, Council may not approve a grant to the organisation.

## **10.0 When to apply**

10.1 Funding rounds will be advertised on Council's website, Face Book Page and in the local newspaper with the intention of having two funding rounds per year around August/September and February/March of each financial year.

10.2 The application period will be 6 weeks. Extensions of time will not be granted, and late/incomplete applications will not be retained/held over for a future funding round.

## **11.0 Funding Allocation**

11.1 The total funding assistance provided to the community through the Fund is confirmed by Council at adoption of the Long Term Plan and through the subsequent Annual Plan reviews. This amount will be stated on Council's website. The level of funding available is at the sole discretion of Council, and not all funds available in a funding round have to be allocated.

## **12.0 Decision Making**

12.1 Applications will be determined by Council's Grants and Awards Committee through a contestable comparative assessment process, where the relative merits of applications are considered, having regard to the relative benefits of each proposal.

12.2 In this context contestable means that:

- Applications are invited during scheduled funding rounds twice a year, 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 the consideration of all applications; and

- Final allocation decisions are made in a public Grants and Awards Committee meeting

### **13.0 Funding Obligations**

- 13.1 Funding must be used for the purpose for which it was approved, and any specific conditions met.
- 13.2 Projects must be completed within 12-months from receiving the grant, unless otherwise agreed.
- 13.3 Successful applicants will be required to submit an Accountability Report upon completion of the project or initiative, with the timeframe for submission of the report specified in the funding confirmation letter.
- 13.4 Failure to adequately account for the use of a past grant will be sufficient cause for any subsequent application to be declined.
- 13.5 Using a grant for any purpose other than that approved may result in future applications being declined.
- 13.6 Council reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is identified.
- 13.7 Council reserves the right to conduct audits on grants received by organisations.