



Community Grants Policy



Department: Corporate & Legal Services/Democracy/Finance and Business Services

Policy type: External policy

Council resolution date: 11 June 2014

Introduction

Matamata-Piako District Council (Council) currently provides an annual fund of \$15,000, made up of \$5,000 to each of the Matamata, Morrinsville and Te Aroha wards to assist in funding community based projects. The amount of money in this fund may be reviewed by Council through its Long Term Plan or Annual Plan process. This policy provides guidance in administering the fund.

Objectives

The objectives of this policy are to ensure the distribution of funding:

- occurs in a consistent, efficient, effective manner
- is transparent, fair and accountable
- is consistent with the purpose of Local Government - *to enable local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.*
- contributes to the wellbeing of the community facilitating arts, culture and recreation opportunities
- supports projects of community benefit by assisting the self-development of community groups

Who can apply?

Your group must be a non-commercial and not-for-profit organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation
- primarily be funded from grants, donations, subscriptions or similar and not from fees, charges or funding from central government

Individuals, commercial enterprises, government agencies, and organisations supported by government agencies (e.g. schools) are not eligible to apply for the Community Grant, unless it can be demonstrated that the project is accessible to the wider community.

What kinds of projects are eligible for funding?

Funding is available for individual projects, equipment and facilities; in general it is not available to cover the operational costs of an organisation.

The following are some examples of appropriate uses funds may be put towards:

- equipment
- facilities
- start up assistance for new projects/services
- projects that assist organisations to improve their organisation and operational skills
- maintenance and repairs to services and equipment

The following are examples of proposals that are not eligible for funding:

- administration and operating expenses, e.g. postage, power, telephones
- annual charges e.g. rent or subscription fees
- honorariums, wages and salaries (except for one off payments for tutors)
- subsidising insurance or debt servicing
- activities in the public sector that would normally be publicly funded

What is the assessment criteria?

Council will consider the following when assessing an application for a grant

- the need for funding in terms of the financial health of the organisation and/or the availability of other funding sources
- the viability and sustainability of the project and or organisation
- the extent of the benefit to the community, including any wider benefits beyond the direct participants in the organisation
- the project cost and scope
- previous assistance given by the Council or other agencies
- the contribution to the project being provided by the organisation itself

Funding for new projects will be preferred over funding to retain the status quo. Applications that are directly or indirectly intended to “prop-up” projects that are not viable on their own merits will have a low priority for funding.

Funding will not be granted retrospectively – i.e. for projects that have already been commenced at the time an application has been made.

What can funds be used for?

Funds approved under this policy must be used to pay for the project specified by the organisation in its application. If the funds are no longer required for the project applied for the organisation must advise the Council and arrange for the return of funding as soon as possible. If the organisation wishes to use the funds for a different purpose it must make another application in order to do so.

Funding limits

An annual fund of \$15,000 is provided in each financial year (from 1 July to 30 June). This is made up of \$5,000 to be allocated in each of the Matamata, Morrinsville and Te Aroha wards. The amount of money in this fund may be reviewed by Council through its Long Term Plan or Annual Plan process.

The maximum funding available for any one application is \$2,500.

The following criteria apply to uplifting funds:

- organisations must be able to account for the funds once granted
- funds that have not been uplifted within six months of being granted will lapse
- funds will not be released until the organisation has supplied a valid invoice unless otherwise approved by the Council’s Finance and Business Services Manager or other authorised staff member
- Funds are GST exclusive where an organisation is GST registered. If an organisation is not GST registered no GST will be included in the fund.

Any portion of annual funding that is unallocated at the end of the financial year may be carried forward for a maximum of one year from the end of that financial year. This means that no more than \$5,000 can be carried forward at any one time.

How to apply

In each financial year (1 July to 30 June) there will be two founding rounds. The funding rounds will be open approximately in July and February each year for four weeks.

The funding rounds will be advertised in a number of ways including:

- Public notice in local newspapers
- Council website
- Council Facebook page

- E-newsletters will be sent to those who have signed up to the grants emailing list
- Letters will be sent to those organisations who have previously received a grant from the fund

An application form must be completed in full and submitted to any Council Office which will then be passed on to the next available and relevant Ward meeting for consideration. If your application form is not complete and/or does not include a copy of your financial statements the application will not be submitted to relevant the Ward meeting for consideration.

Application forms can be picked up from any Council office or downloaded from www.mpdc.govt.nz.

How will I know if funding has been approved?

Once an application has been submitted to the relevant Ward meeting for consideration and a decision has been made, staff will notify the applicant in writing to the address on your application form. Ward Councillors have the delegated authority to make the decision at a Ward meeting on any application on the provision that the majority of Councillors representing the relevant Ward are present. The decision made at the Ward meeting is final. Council will be notified of the decision on all applications.

Relevant legislation

Local Government Act 2002

Audience

Council and the community

Measurement and review

The Community Grants Policy will be reviewed within three years of adoption by the Corporate Strategy team.

Get in touch

If you have any enquiries or require an application form please contact us.

Postal address:	PO Box 266 Te Aroha, 3342
Matamata Office:	Corner Tainui and Tui Streets
Morrinsville Office:	56-62 Canada Street
Te Aroha Office:	35 Kenrick Street
Phone:	07 884 0060
Fax:	07 884 8865
Email:	info@mpdc.govt.nz

Authorisation

Authorised by: Don McLeod
Chief Executive Officer
Matamata-Piako District Council

Signed: _____
(Divisional Manager)

(Department Manager)